

Arizona Department of Education

# **Student Accountability Information System**

## **Student Database Transaction Requirements**

- **Needs**
- **Assessment**
- **Program/Service Participation**

Version 2.2

Last updated: October 1, 2002

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## Revisions

Below is an inventory of the revisions made to this document since publication of version 1.0. (The revisions made while this document was in Draft form are NOT included in this list.) Each time a revision is made the following sections, if included in this document, will also be updated: **Table of Contents, List of Figures, List of Tables, Issues.**

10/01/2002 Version 2.2 Updated.

ver	new information	old information	source
2.2	<b>File Header:</b> Added optional field <b>Reporting Unit</b> to the file header.		Juan Reza, MIS Developer; Janice McGoldrick, MIS Project Management Office

6/14/2002 Version 2.1 updated

ver	new information	old information	source
2.1	<b>Contacts:</b> Updated email address for support center to ADEsupport@ade.az.gov	previously address of <a href="mailto:support@ade.az.gov">support@ade.az.gov</a> is being discontinued	Terry Mendez, ADE Support Center
2.1	<b>Submission File Format Definition; Case Sensitivity:</b> Will allow the possibility to alter submitted case, for matching purposes. The submitted data will only be used for internal purposes.	Previously stated "The submitted value of no other elements will be altered."	Janice McGoldrick, MIS Project Management Office
2.1	<b>File Size:</b> Recommended file size limit: About 10,000 transactions	Previously stated: File size limit: About 10 MB (about 40,000 transactions with a large number of characters such as Student Enrollment, or more transactions with a smaller number of characters)	Randy Morter Student Details Project Lead
2.1	<b>Student Need, 011.2A.2.1 Need Exit Date is submitted:</b> Removed error for when a submitted need is contiguous to an existing need. This is how some element changes are accomplished (e.g., CEC code, grade).	Previous error –19010.	Janice McGoldrick, MIS Project Management Office
2.1	<b>Student Need, 011.2A.2.1 Need Exit Date is submitted:</b> Fixed validation for submitted need that overlaps with an existing and later need to check that existing start date is less than incoming exit date. Fixed both validations for open-ended and closed-ended existing needs.	Previous error checked existing end date to be greater than incoming exit date.	Juan Reza, SAIS Developer
2.1	<b>Student Need, 011.2D Delete Operation:</b> Removed exit date from database read: this is an ignored field on a delete operation.	previously included need exit date on read	Janice McGoldrick, MIS Project Management Office
2.1	<b>Student Assessment, 012.2D Delete Operation:</b> Removed result code from database read: this is an ignored field on a delete operation.	previously included result code on read	Janice McGoldrick, MIS Project Management Office
2.1	<b>SdStudentParticipationProgSvc RefPsExitReasonID:</b> Element name corrected.	incorrectly shown as RefPsWithdrawalReasonID.	Janice McGoldrick, MIS Project Management Office

<i>ver</i>	<i>new information</i>	<i>old information</i>	<i>source</i>
2.1	<b>Language Program Participation, Program Exit Reason Code:</b> Changed length to 2	previously listed as length 5.	Janice McGoldrick, MIS Project Management Office
2.1	<b>Language Program Participation, element "Language Participation Status":</b> Changed name to match functionality.	previously named "Language Need Status"	Janice McGoldrick, MIS Project Management Office
2.1	<b>Language Program Participation, SPED Service Participation:</b> Added error message numbers for new validations checking for overlapping programs/services.	Some numbers were missing for new errors, were marked by "@@".	Randy Morter Student Details Project Lead
2.1	<b>Language Program Participation, 013.2A.2 Program/Service, 013.2C.1 Program/Service, 013.2D.1 Program/Service:</b> Included Need Code in the database read; only relevant if more than one language need will be used in Arizona.	previously omitted this field	Janice McGoldrick, MIS Project Management Office
2.1	<b>Language Program Participation: 013.2A.6 Check for Overlapping Programs:</b> Removed error for when a submitted need is contiguous to an existing need.	Previous error –19019.	Janice McGoldrick, MIS Project Management Office
2.1	<b>SPED Service Participation, Transaction Elements:</b> Moved Track Number to follow Student ID, to match all other SAIS transactions where Track Number appears.	Erroneously placed following names on Legal documents.	Janice McGoldrick, MIS Project Management Office
2.1	<b>SPED Service Participation, Element Optionality:</b> SPED Exit Reason Code is optional. Deleted footnote 2, which stated that if that or SPED Service Exit Date was submitted, then both had to be submitted. Renumbered previous footnote 3 to footnote 2.	SPED Exit Reason Code was listed as a required field.	Janice McGoldrick, MIS Project Management Office
2.1	<b>SPED Service Participation, 014.2A.2 SPED Service, 014.2C.2 SPED Service, 014.2D.1 SPED Service:</b> Included Need Code in the database read; only relevant if more than one language need will be used in Arizona. (For <b>014.2D.1 SPED Service</b> , also removed exit date, exit reason code, and grade from the read.)	previously omitted need code field from the read by mistake; additional elements were erroneously included in the read for a delete	Janice McGoldrick, MIS Project Management Office
2.1	<b>SPED Service Participation, 014.2A.5 Verify exit elements :</b> Removed code which stated that if that or SPED Service Exit Date was submitted, then both had to be submitted. . SPED Exit Reason Code is optional.	Previously verified if exit date was submitted then reason code was required and vice-versa.	Janice McGoldrick, MIS Project Management Office
2.1	<b>SPED Service Participation, 014.2C.3 Verify dates and exits:</b> Removed instruction to perform <b>014.2A.5 Verify exit elements</b> .	previously performed same verification for change as was done for the add.	Janice McGoldrick, MIS Project Management Office
2.1	<b>How to Change SAIS Elements:</b> Added language area elements due to final Flores v. Arizona decision.	elements were included with previous names	Janice McGoldrick, MIS Project Management Office

4/4/2002 Version 2.0 published

<i>ver</i>	<i>new information</i>	<i>old information</i>	<i>source</i>
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ver	new information	old information	source
2.0	Changed all occurrences of "enrollment" to specifically state whether the doc was referring to membership or to participation in a program or service.	confusion was reported because the term "enrollment" at districts and schools means a student's registration in the school, not necessarily membership as defined in statute	Janice McGoldrick, MIS Project Management Office
2.0	<b>About This Document:</b> synchronized with Membership Transactions document. Added new section <b>Document Distribution / Postings</b> to identify who will be notified of changes to this document and where it will be posted.	Updated <b>Contacts</b> to incorporate instructions for inquiries and reporting changes. Removed <b>Change Management</b> . Updated <b>Document References</b> .	Janice McGoldrick, MIS Project Management Office
2.0	<b>SAIS In Brief:</b> synchronized with Membership Transactions document.	phases of development were not clear	Janice McGoldrick, MIS Project Management Office
2.0	<b>General Requirements:</b> synchronized with Membership Transactions document.	<b>Conventions</b> formatting was incorrect; add optionality column to <b>File Header Requirement</b> .	Janice McGoldrick, MIS Project Management Office
2.0	<b>Overview of Student Needs and Participation in Programs / Services:</b> Renamed chapter. Incorporated new legislative name for language need (ELL). Moved sections <b>Need Entry and Exit Dates, Homebound Students, Needs-Only Students</b> to chapter on the <b>Student Need</b> transaction, Removed <b>Assessments</b> section.	chapter was same except "Overview of" has been added <b>Assessments</b> section stated <b>Student Assessment</b> transaction would not be included in SAIS yet (it is in the 2.0 release).	Janice McGoldrick, MIS Project Management Office
2.0	<b>Summary of the Needs-Related Transactions:</b> Chapter name changed. Organized transactions into Phases identified in chapter <b>SAIS In Brief</b> .	chapter was same except "Summary of" has been added	Janice McGoldrick, MIS Project Management Office
2.0	<b>All transactions: Program/Service Exit Dates:</b> added validation that exit cannot precede the entry date.	previous version did it for some transactions, not all	Janice McGoldrick, MIS Project Management Office
2.0	<b>Student Need:</b> Improved description and instructions for use. Included sections <b>Need Entry and Exit Dates, Homebound Students, Needs-Only Students</b> from Overview chapter.	introduction was not detailed enough	Janice McGoldrick, MIS Project Management Office
2.0	<b>Student Need:</b> For a delete, added validation that no other related programs are using this need.	did not previously state that this is checked	Helen Hugo, SAIS QA Manager
2.0	Organized document according to subject area: <ul style="list-style-type: none"> <li>All Needs</li> <li>Language Needs</li> <li>Special Education</li> </ul>	were organized in order of transaction identifier; caused confusion of which transaction to use and when	Janice McGoldrick, MIS Project Management Office
2.0	All references to specific language-related terminology was changed to the generic "language" to eliminate future synchronization issues when legislation changes. chapter <b>Language Needs</b> renamed from "Limited English Proficiency Need, Assessment and Participation in English Acquisition Programs" transaction <b>Language Program Participation</b> renamed from "English Acquisition Program Participation"	old terms were "English Acquisition" and "Limited English Proficient".	Janice McGoldrick, MIS Project Management Office

<i>ver</i>	<i>new information</i>	<i>old information</i>	<i>source</i>
2.0	<b>Language Program Participation:</b> Track Number added to allow for verifying a district or school's calendar.	new element	Janice McGoldrick, MIS Project Management Office
2.0	<b>Language Program Participation:</b> "Add" operation: If need doesn't already exist on SAIS, it will be added. "Delete" operation: If no other program, service, or assessment is associated with the need on SAIS, it will be deleted.	documentation was not clear; in some cases it was not obvious that this would happen	Janice McGoldrick, MIS Project Management Office
2.0	<b>Language Program Participation:</b> Added Language Need Status to signify whether the student is new to the language need or is continuing from the previous school year.	new element	Virginia Rivera, ADE Academic Services Dept
2.0	<b>Language Program Participation:</b> Removed element Language Grade Level Code, per ADE ASD. Student will always have a Membership; get the grade for reporting purposes from there.	element was titled Language Grade Level Code	Virginia Rivera, ADE Academic Services Dept
2.0	<b>Language Program Participation:</b> Added validation to reject transactions causing overlaps in program participation.	did not previously validate this	Helen Hugo, SAIS QA Manager
2.0	<b>Language Program Participation:</b> For "change", only update the database if an element is different.	did not previously state this	Helen Hugo, SAIS QA Manager
2.0	<b>SPED Service Participation:</b> Track Number added to allow for verifying a district or school's calendar.	new element	Janice McGoldrick, MIS Project Management Office
2.0	<b>SPED Service Participation:</b> "Add" operation: If need doesn't already exist on SAIS, it will be added. "Delete" operation: If no other program, service, or assessment is associated with the need on SAIS, it will be deleted.	documentation was not clear; in some cases it was not obvious that this would happen	Janice McGoldrick, MIS Project Management Office
2.0	<b>SPED Service Participation:</b> Added validation to reject transactions causing overlaps in program participation.	did not previously validate this	Helen Hugo, SAIS QA Manager
2.0	<b>Supplementary Program Participation:</b> Transaction removed from this document, as it is not included yet in SAIS.	document previously stated it would be included at some future date; the transaction specification will be added to the document when it is ready for inclusion in SAIS.	Janice McGoldrick, MIS Project Management Office
2.0	<b>SPED Service DOR Transfer:</b> transaction name fixed throughout the document.	some places read "Student SPED Service DOR Transfer ", others read "Student SPED Service DOR"	Janice McGoldrick, MIS Project Management Office
2.0	<b>Neighborhood School Indicator:</b> name change	previous name caused confusion (Neighborhood School ID)	Janice McGoldrick, MIS Project Management Office
2.0	<b>How To Change Specific SAIS Elements:</b> synchronized description with Membership Transactions document; Assessment elements added	description was slightly out of date; previous version said Assessments were not included in SAIS	Janice McGoldrick, MIS Project Management Office

7/6/2001 Version 1.2 published

<i>ver</i>	<i>new information</i>	<i>old information</i>	<i>source</i>
1.2	<b>Cover page:</b> Moved non-discrimination disclaimer inside footer: standard SAIS document format.	had been located in text of cover page	Janice McGoldrick, SAIS Requirements Lead

ver	new information	old information	source
1.2	<b>Contacts:</b> Fixed hyperlink for SAIS project contact: error correction	hyperlinked to email address that didn't match the displayed email address	Janice McGoldrick, SAIS Requirements Lead
1.2	<b>Contacts:</b> Organizational change: new SAIS Project Manager named: Andrew McDonald	removed old SAIS Project Manager: Ilana Licht	Janice McGoldrick, SAIS Requirements Lead
1.2	Chapter <b>About This Document:</b> Added new section <b>Document References</b> identifying location of other SAIS documents referred to in this publication. <b>All transactions:</b> Removed location names for referenced documents. Eliminated potential conflicting information.	previously identified at each referenced document	Janice McGoldrick, SAIS Requirements Lead
1.2	<b>Revisions:</b> Expanded explanation of contents of the Revisions section.	previous explanation did not state that changes while the document was in draft form are not included in the list	Janice McGoldrick, SAIS Requirements Lead
1.2	<b>File Header Requirement:</b> LEA file sequence number must begin with 1; removed conflict with SAIS file processing module	previously stated could begin at -2,147,483,648	SAIS development team
1.2	<b>File Limits:</b> File size limit: About 10 MB (about 40,000 transactions with a large number of characters such as Student Enrollment, or more transactions with a smaller number of characters)	previously stated was to be determined	SAIS development team
1.2	<b>All transactions:</b> Added note on System Message Numbers being enhanced. Enhanced document readability.	did not previously exist	Janice McGoldrick, SAIS Requirements Lead
1.2	<b>All transactions: Element Optionality tables:</b> Changed reference markers from asterisks to numbers. Improved document readability.	previously used a series of asterisks	Janice McGoldrick, SAIS Requirements Lead
1.2	<b>All transactions: Suspense:</b> Removed reference to the suspense facility. Transactions will reject if submitted out of order.	previously SAIS would re-try the transactions, in the hope that the missing transactions would be submitted	Janice McGoldrick, SAIS Requirements Lead: based on queries from district and vendor developers
1.2	<b>All transactions: Assessments:</b> Removed reference to assessments. Student Assessment-related transaction (#012) is not included in SAIS for initial release.	previously SAIS was going to collect assessment data and associate it with language needs	Janice McGoldrick, SAIS Requirements Lead: based on direction from Katie Stevens, ADE's Academic Services Division
1.2	<b>Student Needs and Participation in Programs / Services:</b> Restructured the beginning explanatory sections. Explained use of Need Entry and Exit Dates. Added explanation that data is fiscal year-based. Added explanation of how to submit data for students not also taking regular classes	previously existed but was not as easily readable  new information did not previously exist	Janice McGoldrick, SAIS Requirements Lead
1.2	<b>Table 1 Need groups, Needs, and Programs/Services:</b> Renamed and reorganized needs table. Added new need group of "Academic" disadvantage: needs are math, language arts (reading and/or writing), science.	Social Disadvantage need group renamed "Economic Disadvantage". Neglected need moved from behavioral group. Emergency Immigrant need renamed "Immigrant". Academic need group did not previously exist	Janice McGoldrick, SAIS Requirements Lead: based on direction from ADE's Academic Services Division
1.2	<b>All transactions:</b> Removed element Need Level Code: element only needed for the Vouchers system, which is not included in SAIS at this time. Removed <b>011.2A.2 Need Level Code</b> and <b>011.2C.3 Need Level Code</b> ; renumbered subsequent paragraphs.	had been included in advance of future requirement	School Finance Special Education specialist
1.2	<b>All transactions:</b> Middle Name on legal document marked as ignored ("X") on all transactions. The student name fields are provided only for vendor debugging use; SAIS will not use them in the Needs area at all.	Previously they had inadvertently been left marked as optional.	Janice McGoldrick, SAIS Requirements Lead

ver	new information	old information	source
1.2	<b>All transactions:</b> Need Exit Date is relevant only for homebound needs. For all other needs, it will be ignored. Likewise, Need Entry Date is relevant only for homebound needs. For all other needs, it will be used only to identify fiscal year. Fixed all processing to do full date checks only when need is homebound. Changed examples to use homebound need, to make them more relevant.	The entry and exit dates used to identify when the student entered and exited, respectively, the state of having this Need.	Janice McGoldrick, SAIS Requirements Lead
1.2	<b>Limited English Proficiency Need, Assessment and Participation in English Acquisition programs:</b> explained variances in terminology; reworded explanation of how to use the transactions	previously, terms "bilingual", "limited English proficient", "English acquisition", and others used seemingly interchangeably; previous instructions included assessment and need transactions	Janice McGoldrick, SAIS Requirements Lead; based on input from ADE's Academic Services Division
1.2	<b>English Acquisition Program Participation:</b> Added Grade.	element was missing	Janice McGoldrick, SAIS Requirements Lead
1.2	<b>013.2A.1 Student Identifiers:</b> Fiscal year will be determined by the Program Entry Date.	previously used Assessment Date	Janice McGoldrick, SAIS Requirements Lead
1.2	<b>SPED Service Participation:</b> Added SPED Special Enrollment Code.	element was missing	Janice McGoldrick, SAIS Requirements Lead
1.2	<b>Student SPED Service DOR Transfer:</b> Processing rules added.	previously stated that these were under review and would be added later	Janet Narayanasamy, SAIS Requirements Analyst, and Janice McGoldrick, SAIS Requirements Lead: new requirements
1.2	<b>Student SPED Service DOR Transfer:</b> element name fixed to Old SPED Neighborhood School ID; element names fixed to Old (and New) Funded SPED Service DOR	was listed as Old Neighborhood School ID; were listed without the word "Funded"	Janice McGoldrick, SAIS Requirements Lead: error correction
1.2	<b>How To Change Specific SAIS Elements:</b> element names fixed to match transactions; table sorting fixed; removed numbering from some entries in "transaction to change" column	some old names; some elements added out of order; sometimes numbering was used when there was only one way to change an element	Janice McGoldrick, SAIS Requirements Lead

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ver	new information	old information	source
1.1	<b>About This Document</b> section: updated to match Enrollment Requirements document by changing the contact information to E-mail address: SaisStudentDatabase@ade.state.az.us	hyperlinked to old email domain	Janet Narayanasamy, SAIS Requirements Analyst
1.1	<b>General Requirements</b> section: Inserted <b>SAIS in Brief</b> , <b>System Message Numbers</b> , and <b>Integrity Checking</b> paragraphs. Also removed redundant <b>File header Requirement</b> paragraphs and inserted <b>Case Sensitivity</b> paragraph.	did not exist: synchronized with Membership Requirements document	Janet Narayanasamy, SAIS Requirements Analyst
1.1	<b>All sections:</b> Clarified statement "See Code Values" to read "See Transaction Requirements: Code Values" located in several locations. Also added link to document in paragraph 011.1.2.	previous reference was incomplete: improved document readability	Janice McGoldrick, SAIS Requirements Lead

ver	new information	old information	source
1.1	<b>All sections:</b> <u>Student ID</u> (the identifier issued by the SAIS system) will <u>uniquely identify a student</u> . Removed references to student memberships; only references will be to Student ID or to other student needs.	previously used School Student ID as a key field, but this is an optional field; previously related some actions to memberships, but these might not necessarily exist for a special needs student	Janet Narayanasamy, SAIS Requirements Analyst
1.1	<b>All sections:</b> updated First Name, Middle Name, & Last Name field names to include "on Legal Document. Updated Transaction Element Optionality tables to show elements are no longer required and will be ignored. No matching will be done on student names (removed all references to "Compare Student"). <b>011.1.4 Missing Fields</b> – Removed First Name, Last Name & School Student Id from table.	previous element names were vague; since SAIS's Student ID is required for every transaction, student names are not necessary; SAIS will not attempt to match submitted student names with those on our database	Janet Narayanasamy, SAIS Requirements Analyst
1.1	<b>All sections:</b> updated error message codes to new values.	used temporary numbering scheme	Janet Narayanasamy, SAIS Requirements Analyst
1.1	<b><u>Student Assessment Transaction:</u></b> removed reference to no longer used values for Assessment Results	previously listed values were suggestions only, were never finalized by the users	Janice McGoldrick, SAIS Requirements Lead
1.1	<b><u>English Acquisition Program Participation Transaction:</u></b> removed Assessment and Need.	previously required assessment (which are not required for reporting by SAIS) and need (which will always be "language", so is redundant in the transaction)	Janet Narayanasamy, SAIS Requirements Analyst
1.1	<b><u>Student SPED Service DOR Transaction:</u></b> added transaction description.	did not exist	Janet Narayanasamy, SAIS Requirements Analyst
1.1	<b>011.2A.3.1 Need Exit date is Submitted, 011.2A.3.2 Need Exit date is Not Submitted:</b> Corrected statement to read "recent row for this need". Also, removed restriction to need entry date being more than one day from end date of previous need.	previously referred to "recent row for this membership"; a new need entry date does not have to leave a gap with the previous exit	Rose Whelihan, School Finance
1.1	<b>011.2C.2 Verify Exit Date</b> – Corrected 2 <sup>nd</sup> and 3 <sup>rd</sup> "If" statements to compare <u>Need Exit Date</u> with existing SdStudentNeeds StartDtm. Explained the processing used to prevent changing the Need Exit Date if it will overlap with a subsequent record already on the table. Reworded solutions to clarify.	statements were incorrectly comparing to <u>Need Entry Date</u> ; <u>explanation and clarification did not exist</u>	Janet Narayanasamy, SAIS Requirements Analyst
1.1	<b>Limited English Proficiency Need, Assessment and Participation in English Acquisition programs:</b> This introductory section has been modified extensively to remove the relationships between the three transactions (Student Need, Student Assessment and English Acquisition Program Participation). The changes include: <ul style="list-style-type: none"> <li>Added note that the section may be removed later.</li> <li>Explained that there is no direct relationship between the transactions.</li> <li>Changed Proposition 203 to ARS §15-751.1</li> <li>Removed figure 1 and Table 3 along with associated text. Renumbered remaining tables.</li> </ul> Other affected sections: <b>012.2A.2 Find the Membership; 012.2A.3 Synchronize Assessment Results; 012.1C.2 Synchronize Assessment Results; 012.2C.3 Additional Required Actions; 013.2A.2 Find the Membership; 014.2A.2 Find the Membership; 015.2A.2 Find the Membership</b>	previously each transaction only did a portion of the processing; referenced Proposition 203, which has now been put into law with ARS 15-751  also, Needs used to be related to Memberships; this is no longer the case	Janet Narayanasamy, SAIS Requirements Analyst

ver	new information	old information	source
1.1	<b>English Acquisition Program Participation:</b> deleted most of introductory information discussing relationship between dates and transactions; removed assessment and need fields. Removed statements related to assessment and need. Removed the following paragraphs: <b>013.2A.3 Verify Submitted Dates; 013.2A.5 Assessment; 013.2A.6 Need; 013.2A.7 Synchronize Assessment Results; 013.2C.1 Verify Submitted Dates; 013.2C.3 Assessment; 013.2C.4 Need; 013.2D.2 Assessment; 013.2D.3 Need</b>	transactions and their elements were interrelated	Janet Narayanasamy, SAIS Requirements Analyst
1.1	<b>013.2 Step 2 Validation:</b> removed 2 <sup>nd</sup> paragraph. Added paragraphs <b>13.2.2 Verify Entry/Exit Dates, 13.2.3 Verify Reason Code/Exit Date, 13.2.4 School Program Participation.</b>	second paragraph was duplicated in error. Other paragraphs did not previously exist	Janet Narayanasamy, SAIS Requirements Analyst
1.1	<b>013.2C.5 – Check All Changeable Fields</b> – paragraph number and header deleted. Lines related to assessment and need were removed and the logic moved to 13.2C.1 Program Service. Processing to verify that incoming <u>Program Exit Date</u> and <u>Program Exit Reason Code</u> do not match already existing data was inserted prior to setting the <u>Program Exit Date</u> and <u>Program Exit Reason Codes</u> from the transaction fields.	described in "new information"	Janet Narayanasamy, SAIS Requirements Analyst
1.1	<b>SPED Service Participation:</b> Added description of the Funded SPED Service DOR functionality; added Funded SPED Service DOR and SPED Neighborhood School ID to the transaction elements and element optionality tables.	previously did not exist	Janet Narayanasamy, SAIS Requirements Analyst
1.1	<b>SPED Service Participation: Element Optionality:</b> Changed all DOR fields to reference a CTDS code (necessary if the DOR is a district-sponsored charter school)	previously referenced only a CTD code	Janet Narayanasamy, SAIS Requirements Analyst
1.1	<b>Supplementary Program Participation:</b> added explanation addressing the ADE Grants System.	previously did not explain why this transaction was not going to be included in first implementation of SAIS	Janet Narayanasamy, SAIS Requirements Analyst
1.1	<b>Student SPED Service DOR Transfer:</b> New transaction. Note: the processing rules for this transaction are still under review and will be included in the next version of this document.	previously did not exist	Janet Narayanasamy, SAIS Requirements Analyst
1.1	<b>How To Change Specific SAIS Elements:</b> <ul style="list-style-type: none"> <li>Updated table to remove instructions for using the <b>English Acquisition Program Participation</b> transaction to update either Assessment or Need data: .</li> <li>Added new fields Funded SPED Service DOR, SPED Service DOR Entry Date, SPED Service DOR Exit Date and SPED Neighborhood School ID.</li> </ul>	previously stated that this transaction could be used to change Assessment Code, Assessment Date, Assessment Result Code, Need Code, Need Entry Date, and Need Exit Date; New fields did not exist	Janet Narayanasamy, SAIS Requirements Analyst

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## About This Document

### AUTHOR

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### CONTACTS

For comments, corrections, or other information about this document, contact the ADE MIS Department at [ADEsupport@ade.az.gov](mailto:ADEsupport@ade.az.gov). Please provide the following information:

- In the "Subject" line of the email, type "ADE MIS document inquiry."
- In the body of the email:
  - the system name and document name (from the document's header)
  - the document's last updated date (from the document's footer)
  - the purpose of your inquiry
  - your identifying information:
    - your name
    - your district name and CTD, or school name and CTDS, or your company name
    - your contact email address (because the email will be forwarded when it reaches ADE)

### DOCUMENT REFERENCES

The SAIS system is described in detail on ADE's main SAIS website, at <http://www.ade.state.az.us/sais/>.

Other related information, including those items referred to in this document, can be found at another ADE website at <http://www.ade.state.az.us/sais/saisdbdocs.asp>.

### DOCUMENT DISTRIBUTION / POSTINGS

Notification of the updated to this document will be made to the following:

- all Student Management System vendors participating in the SAIS project
- all Arizona school district MIS contacts
- all RTCs

The updated document will be posted on ADE's SAIS Design/Requirements Documents website: (<http://www.ade.state.az.us/sais/saisdbdocs.asp>).

### DOCUMENT FILENAME

This document is stored at ADE with the filename NeedsRequirements.doc.

## **SAIS In Brief**

### **SAIS SCOPE**

The Student Accountability Information System project was entrusted to provide new system solutions to state and federal funding and reporting. The project comprised the following functional areas.

- Budgets and Financial Reporting
- Student Counts – aggregate student data
- State Aid/Payments
- Local Education Agencies (LEA's) Data (school districts, schools)
- Student Detail Data – individual student records

SAIS is a core system to which the following ADE functions have been or will be linked: Student Services, School-to-Work, Exceptional Education Vouchers, Student Achievement, GED, Grants, and Teacher Certification.

Hence SAIS developed a consistent enterprise-wide customer database, where the term "customer" refers to LEA's and to any other entity that receives services from ADE.

As of December 1999 all of the system components of the first four areas were implemented. From July 1999 state aid payments have been determined by the new systems. All ADE reports for LEA's are posted on the ADE web site.

The fifth area – Student Detail Data – represents the adoption of a new approach to student information accountability. Rather than collecting numerous student counts, the intention is to collect, as events occur, the source data: individual student records reflecting specific events in the students' relationship with the school (e.g., beginning a membership, absence, withdrawal from a membership). The new approach has become law with the approval of proposition 301 in November 2000, effective July 1, 2001.

### **THE STUDENT DATABASE SYSTEM**

#### **PURPOSE**

The Student Database System is designed to receive student level data electronically from local school/district databases in a periodic process (as often as daily), in order to provide the following capabilities.

- Consistent and accurate calculations of student counts for funding, generated by one system for all schools
- Planning and policy analysis for ADE (e.g., student mobility)
- Support academic achievement research

The submission of student level data will replace the current submission of various aggregate student counts reports by the school districts/charter schools. This would save them a great deal of work.

Collection of individual student data is a growing trend among state education agencies, as they expand research and analysis engagements to improve the education system.



**DEVELOPMENT PHASES**

The development of the Student Database System is organized in two phases. The first phase is focused on state funding and reporting requirements and on integration of achievement data in the system. The second phase will be focused on federal and state block grant funding and reporting.

**PHASE I****DATA CONTENT**

The data to be collected about a student is driven by funding and reporting requirements imposed by the state and federal governments. The data includes student identification and demographics, district of residence, school membership (beginning a membership, withdrawal from a membership), grade membership, absence, student needs (e.g., a disability or a language need), assessments, and participation in programs/services (e.g., language programs or special education services).

Student achievement data (Stanford 9 and AIMS) is received and maintained at ADE on CD's. This data will become an integral part of the Student Database.

**DATA SUBMISSION**

- Electronic data exchange between student management systems at the schools and the ADE database system.
- Local school database systems will need to be enhanced to perform the functions of extraction, formatting and encryption of the relevant data, submission of the data file via the Internet, saving the extracted data file locally until confirmation is received from the ADE system, accepting files from the ADE system.
- The enhancements will be done by the software vendors.

**DATA SECURITY AND CONFIDENTIALITY**

- Student data will not be published, nor will it be updated by ADE staff.
- Data will be encrypted prior to submission.
- Every reporting school/district will assign an authorized person to handle submission and error correction.
- ADE will abide by FERPA regulations

**DEVELOPMENT TIMELINE AT ADE**

- Transaction and System Components – January 2001
- Aggregation and Reporting Components – June 2001
- Implementation – July 2001

## **PHASE II**

A firm deadline for implementation of Phase II has not been set. When the deadline has been identified, the development timeline will be announced using the procedures outlined in the **Document Distribution / Postings** section of the earlier chapter titled **About This Document**.

### **DATA CONTENT**

The data to be collected at this phase includes supplementary programs/services established by school districts/charter schools using federal or state grants, and student participation in these programs.

### **DATA SUBMISSION**

To enable submission of student participation in supplementary programs/services, enhancements must be applied to the ADE Grants System and LEAs' Student Management Systems. At ADE the Grants System needs to capture the descriptive features of the programs/projects LEAs apply for, currently submitted and maintained on paper. At LEAs, the program/service with its grant ID and participating students, needs to be maintained in the local Student Management System. Once maintained locally, student participation data can be extracted and submitted like other data transactions.

## General Requirements

Note: This **General Requirements** chapter appears in its entirety in each document in the **Student Database Transaction Requirement** series.

### DOCUMENT OVERVIEW

This document describes the requirements for the process of accepting or rejecting data submission transactions.

In this document, chapters correlate to business areas. Chapters are further broken down into sections relating to individual transactions within that business area.

### CONVENTIONS

- ❑ Transaction field names are underscored.
- ❑ Open issues are preceded by "**Issue**". They are located at the end of this document.
- ❑ Future requirements are preceded by "**Future Requirement**".

### SEVERITY LEVELS

- ❑ FATAL – File-level corruption. Reject the entire file. Fatal errors will be generated by the processes preceding those described in this document.
- ❑ ERROR – Data verification or validation failure. Reject the transaction. The remainder of the transaction cannot stand on its own without this data.
- ❑ WARNING – Data validation failure. Invalid data in one or more elements has a major implication (e.g., funding) but the remainder of the transaction can stand on its own without this data until the data is corrected. Accept the transaction – but not the invalid data – to the database. Advise submitter of need to resubmit correct data.
- ❑ INFORMATION – Questionable data in one or more elements has no major implications. Accept the transaction – including the questionable data – to the database. Advise submitter of potential problem.

## PROCESSING OVERVIEW

As a general rule, transactions must be processed in a proscribed sequence to be added to the database. This sequence mirrors the way events in public education take place. Processing order is covered in the chapter for each subject area.

The process to accept or reject data submission transactions is broken into three steps – Verification, Validation and Database Update.

**Step 1: Verification.** In the verification step the transaction is checked for the expected data formats and values.

- If the transaction passes all verifications, proceed to the next step.
- If it fails one or more verifications, it is rejected.

**Step 2: Validation.** The transaction is checked against the database and each element is subjected to logic checks.

- If the transaction passes all validations, proceed to the next step.
- If it fails one or more validations, it is rejected.

**Step 3: Database Update.** In the database update step a transaction that passed all validation is written to the database table(s). Passing validation means that the transaction encountered a "Warning" or "Information" severity level, or no severity level at all. Failing validation means that the transaction encountered a "Fatal" or "Error" severity level

- If the database update is successful, the edit is ended for this transaction and it starts over with the next transaction.
- If the database update fails, no update will be done to the SAIS database, and the transaction is rejected.

The validation and database steps are often segregated by Operation Code (add/change/delete). To make this segregation easier to discern, where appropriate each step is split into sub-steps by Operation Code. These sub-steps use the following naming conventions.

Step 2**A**: Add operation  
Step 2**C**: Change operation  
Step 2**D**: Delete operation

The processing section for each transaction is numbered in the following manner.

TransactionID.step-number{.sub-step}.sequential-number

## PRECEDING FUNCTIONS

Some processing will take place before the requirements explained in this document will execute. These include:

- File-level error handling (severity level of "fatal")
- Verification & validation of Transaction ID

## COMMONLY USED ABBREVIATIONS

ARS	Arizona Revised Statutes
CEC	certificate of educational convenience; a type of special enrollment
DOA	district of attendance
DOR	district of residence
LEA	local education agency

## OPERATION CODE

All transactions include the field Operation Code that allows various operations to be performed on the data in the transaction. Each of the transactions has an explanation of operations allowed in the transaction.

The Operation Code codes are:

- A – add a new transaction
- C – data value in the transaction will change previously submitted value
- D – delete a transaction submitted previously

## "CHANGE" OPERATIONS

The chapter **How To Change Specific SAIS Elements** at the end of this document defines the rules for changing elements in SAIS. It also provides a table listing each data element in the Student Database and identifies the transaction(s) designed to change it.

## SYSTEM MESSAGE NUMBERS

The system messages used in this document are the final system messages. Draft versions and version 1.0 of this document used a temporary numbering scheme. The final messages are also more descriptive and more precise than the previous messages. The actual system messages issued by the SAIS transaction processing programs can be found in the SAIS document titled System Messages (filename "TransactionSystemMessages.doc") available on the SAIS Design/Requirements Documents website (<http://www.ade.state.az.us/sais/saisdbdocs.htm>).

## INTEGRITY CHECKING

Due to the nature of the data being submitted and the lag time it will take to get the data to gel, SAIS will purposely allow certain illogical situations to exist on the SAIS database. These situations will each need to be fixed before funding can be done for a district. The Integrity Checking process will identify these out-of-sync circumstances and advise the districts of the existence of the situation that will prevent or delay their receipt of state funding. Integrity Checking will be run periodically independent of the data submission process.

## SUBMISSION FILE FORMAT DEFINITION

### GENERAL DEFINITIONS

The file that contains detail transactions shall be referred to as **Student Data File**.

Files are submitted via one of two methods. The first method is via the web page. The web page knows the submitting LEA's Entity ID and places any submitted files into a specific directory that is named for that Entity ID. The second method is similar, but occurs through a utility to be used inside a local LEA SAIS interface.

### FILE NAMING REQUIREMENTS

File naming requirements includes several terms: **filename string** is the complete name of the submitted file. It includes two portions: the **filename** and the **extension**. The last period (.) in the **filename string** separates these two portions.

The **filename string**:

- may only contain the following Permitted Characters: ASCII Characters code 33,35-37, 40-41, 43, 45, 46, 48-57, 65-90, 97-122, 123,125-126.

The **filename** is the portion to the left side of the final period (.) in the **filename string**.

- It must be less than or equal to 126 characters in length.
- It includes everything to the left side of the final "period" in the string, including any periods and what follows them.
- It must be guaranteed by the LEA to be unique.
- Some suggestions for achieving this uniqueness:
  - include Date/Time in the filename;
  - include system-generated sequence numbers in the filename.
- A suggestion to improve file maintenance:
  - include CTDS somewhere in the filename. For districts, CTDS is CTD + 000 for school.

The **extension** is the portion to the right of the last period in the **filename string**.

- It has a set value. It must be the three characters **SDF**.
- It is case insensitive. Uppercase and lowercase characters, or a combination of both, are permissible. In other words, while "SDF", "sdf", and "sDf" are some of the many acceptable versions of **extension**, each will be evaluated the same by SAIS.

### Examples of allowable filename strings

- *Containing CTDS, date, time, and extension:*

010520\_1999-08-12\_131535.SDF

- *Containing extension, guaranteed to be unique relative to all other submission, past and future:*

Hi there - this is a file.sdf

- *Typical DOS output in 8.3 format, uses system sequence numbers:*

00001232.SDF

1232.sdf

**INTERNAL FILE STRUCTURE DEFINITION: DELIMITERS & DATA TYPES**

The letters enclosed in parentheses in the *data type* column are used in transaction descriptions throughout this document.

<i>token</i>	<i>data type</i>	<i>format</i>	<i>delimiter</i>	<i>description</i>
transaction / record	n/a	n/a	ASCII(0d13) ASCII(0d10)	carriage-return followed by a line-feed (on same line)
field	n/a	n/a	,	a single comma at the end of a field
(field)	code (C)	A or N	{ }	alphanumeric or integer value, depending upon the individual code; enclosed within curly braces
(field)	date (D)	CCYY/MM/DD	##	century, year, month, day – separated by forward slashes; enclosed with pound symbols
(field)	integer (I)	-N	none required	This number may NOT contain a decimal point. A minus preceding the number signifies a negative value.
(field)	logical / Boolean (L)	0 OR 1	none required	must be zero (no, false, off) or one (yes, true, on)
(field)	real (R)	-N.N	none required	This number MUST contain a decimal point. Pad with at least a single zero to the right of the decimal point. A minus preceding the number signifies a negative value.
(field)	string / character (S)	A	""	string containing alphanumeric and special characters; enclosed within double quotation marks
(field)	time (T)	HH:MM:SS:FS	##	hour, minute, second, fraction of a second – separated by colons; enclosed with pound symbols. NOTE: fraction of a second (:FS) is optional.

**FILE HEADER REQUIREMENT**

Should conform to the delimiter requirements above and contain the following elements *in the following order*.

<i>order</i>	<i>data type</i>	<i>content</i>	<i>optionality</i>
1	string	the letter <b>H</b> , by itself	required
2	string	hard-coded file identifier string: <b>Student Detail</b>	required
3	string	the LEA identifier	required
4	integer	LEA file sequence number <ul style="list-style-type: none"> <li>between 1 and 2,147,483,647 <i>file sequence number MUST begin with 1</i></li> <li>this will allow a single daily submission to be generated for 11,767,033 years.</li> </ul>	required
5	date	date 1	optional
6	time	time 1	optional
7	date	date 2	optional
8	time	time 2	optional
9	date	date 3	optional
10	time	time 3	optional
11	integer	fiscal year	required
12	string	reporting unit	optional

### Sample file header

The following header information would appear on a single line at the top of the submitted file.

"H", "Student Detail", "010203000", 006, #1999/08/01#, #00:00:01#, #1999/08/31#, #23:59:59#, #1999/09/10#, #06:15:00#,2000,"unit 1"

This would describe a file that was generated for the district whose CTD is 010203 (the district-level "school" identifier is 000). The sequence number is 006, and the zeros are not necessary, but are accepted. It shows that the data relates to fiscal year 2000.

The date/time fields are provided for the submitter's benefit; the submitter may utilize these fields any way they see fit. For example, if this submitter defines "date/time 1" and "date/time 2" as the period begin and end when changes contained in this file were accepted into their system and "date/time 3" as when the file was generated, then this file header information indicates that the file includes data changes that occurred anytime during the month of August 1999 (from midnight August first through one second before midnight on August 31); the file was generated on September 10<sup>th</sup> at 6:15 am. **No reasonability checks will be done on the "date" or "time" fields in the file header.**

The file would also indicate that the reporting unit "unit 1" inside the LEA is submitting its sequence number 006. This field provides additional functionality for those LEA's that have multiple areas or departments submitting files, and each area requires control over the sequence number. For instance, this field is used by many LEA's to differentiate membership, special education and language reporting units. If a submitter uses reporting units "ADM" and "SPED", ADM will have sequence numbers 1, 2, 3... and SPED its own sequence numbers 1, 2, 3... Otherwise, this field may be omitted.

### FILE FOOTER REQUIREMENT

Should conform to the delimiter requirements above and contain the following elements *in the following order*.

order	data type	content	optionality
1	string	the letter F, by itself	required
2	integer	the number of transaction records in the file: includes the header and the footer	required

### Sample file footer

The following footer information would appear on a single line at the bottom of the submitted file.

"F", 037

This would describe a file that contains 37 records: one header, one footer, and 35 transaction records.

### CASE SENSITIVITY

SAIS will change all submitted codes (elements with data type = "C") to uppercase upon processing the submission file. The complete list of elements which are submitted as codes can be found in the document **Student Database Transaction Requirements: Code Values.**

### FILE LIMITS

Recommended file size limit: About 10,000 transactions



## Overview of Student Needs and Participation in Programs / Services

### INTRODUCTION TO NEEDS

A student may require special support to enhance his/her innate capabilities, which may be within or beyond regular norms. Such required support is termed a need. Needs of interest to the ADE student system are those that are defined and funded by federal titles, State Aid and state block grants.

Programs/services address these Needs. Several manners of programs/services exist. The relationship of Need Groups, Needs, and Program/Services is illustrated in the table below.

**Table 1 Need groups, Needs, and Programs/Services**

<b><i>need group</i></b>	<b><i>need (used to be called need category or need type)</i></b>	<b><i>programs/services</i></b>	<b><i>funded by</i></b>
language	English Language Learner – ELL (changed in legislation in 2002 from Limited English Proficiency – LEP)	language programs	state aid
special education (SPED)	the 18 disability categories (as of 7/1/1999: Autism, Emotional Disability, Emotional Disability Separate Facility/Private, Hearing Impairment, Multiple Disabilities, MD Severe Sensory Impairment, Mild Mental Retardation, Moderate Mental Retardation, Other Health Impairments, Orthopedic Impairment, Preschool-Moderate Delay, Preschool-Severe Delay, Preschool-Speech/Language Delay, Specific Learning Disability, Speech/Language Impairment, Severe Mental Retardation, Traumatic Brain Injury, Visual Impairment)	special education services ( <i>used to be called "service types"</i> )	federal titles state aid
giftedness	quantitative (math), verbal (language)	supplementary programs	federal titles, state block grants
economic	free lunch, reduced lunch; homeless, migrant, immigrant, neglected		
behavioral	delinquent		
health	homebound, chronic illness/condition	none at this time	state aid
academic	math, language arts (reading and/or writing), science	none at this time	federal titles

A presumed student need is confirmed or refuted by an assessment event. In case a student need is confirmed the student is viewed to be in a state of a particular need; the student no longer has this need when a subsequent assessment event indicates so.

### FISCAL YEAR-BASED NEED INFORMATION

Student need information submitted to SAIS is valid for one fiscal year. Needs must be resubmitted to SAIS every fiscal year.

### CHANGES TO PRIOR YEARS' DATA

Changes to SAIS data for prior years will only be allowed, subject to approval by ADE's School Finance Department, for elements effecting funding for one year back (those elements related to services). Changes to prior years' non-financial elements (those found on the Student Personal Information transaction) will not be accepted.

*Retroactive transactions may be submitted within a fiscal year. Retroactive transactions are for periods of time earlier than have already been reported to SAIS.*

**ELEMENTS NAMED "... ON LEGAL DOCUMENT"**

Several data elements refer to a legal document. Arizona law (ARS 15-828) requires that documentation be presented to the school district when a child enrolls for private or public education in the state of Arizona. These documents can be: a certified copy of the pupil's birth certificate, other reliable proof of the pupil's identity and age (such as baptismal certificate, application for social security number, or original school registration records) along with an affidavit explaining the inability to provide a copy of the birth certificate); or a letter from the authorized representative of an agency having custody of the pupil, certifying that the pupil has been placed in the custody of the agency as prescribed by law.

Each district determines the document it will accept as a legal document.

## **SUMMARY OF THE STUDENT NEEDS-RELATED TRANSACTIONS**

### **PHASE I**

This document defines the following transactions for the Need – Program/Service Participation relationships.

#### **All Needs**

- 011 Student Need

#### **Language Needs**

- 012 Student Assessment
- 013 Language Program Participation

#### **Special Education Needs**

- 014 SPED Service Participation
- 019 Student SPED Service DOR Transfer

### **ALL NEEDS**

#### **Student Need Transaction**

This transaction may be used to report a need from any need group.

- to submit student entry to a need in any need group
- to submit student exit from a need in any need group (this is currently only applicable to homebound needs)
- to submit a change to need exit information for any need group (this is currently only applicable to homebound needs)
- to submit a deletion of an incorrectly submitted need for any need group

### **LANGUAGE NEEDS**

#### **Student Assessment Transaction**

- to submit an assessment
- to submit a change to assessment information
- to submit a deletion of an incorrectly submitted assessment

#### **Language Program Participation Transaction**

This transaction applies to the language need group only.

- to submit student entry to a language program (if the need was not previously added for this student for the school year, the need will be added automatically)
- to submit student exit from a language program
- to submit a change to language program participation information
- to submit a deletion of an incorrectly submitted language program participation (if there are no other programs attached to this need for this student for the school year, SAIS will automatically remove the need for this student)

## SPECIAL EDUCATION NEEDS

### **SPED Service Participation Transaction**

This transaction applies to the special education need group only.

- to submit student entry to a special education service (if the need was not previously added for this student for the school year, the need will be added automatically)
- to submit student exit from a special education service
- to submit a change to special education service information
- to submit a deletion of an incorrectly submitted special education service participation (if there are no other services attached to this need for this student for the school year, SAIS will automatically remove the need for this student)

### **SPED Service DOR Transfer Transaction**

This transaction applies to the special education need group only.

- to submit a change to funded district of residence information for a specific special education service.
- to submit student entry to a new funded district of residence for a specific special education service.
- to submit a deletion of an incorrectly submitted new funded district of residence for a specific special education service.

## **PHASE II**

As defined earlier in the chapter **SAIS In Brief**. The following transaction is not included in the initial implementation of SAIS, so it is not included in this document. It will be incorporated into this requirements specification at some later date.

### **Needs other than Language and Special Education**

This applies to participation in programs for needs in need groups other than Language and Special Education.

- 015 Supplementary Program Participation

## All Needs

### STUDENT NEED

This transaction is used for needs in any need group.

*Although submission of the Supplementary Program Participation transaction is not required yet by SAIS, effective 7/1/2002 submission of the Student Need transaction for all needs is required, including those needs supported by supplementary programs as specified in **Table 1 Need Groups, Needs, and Programs/Services**.*

If a student has been identified as having a particular *Need*, the district or school submits the **Student Need** transaction to record in SAIS the student's entry into that state of need. The transaction requires student identification, the need code and the need entry date. See the section below on **Need Entry and Exit Dates** to determine if a need exit date is required for the specific need being reported.

Only one *Need* can be specified in one transaction. For a student that has been determined to have multiple *Needs*, the school will create one transaction for each *Need*.

### NEED ENTRY AND EXIT DATES

While the state of need has a logical start and sometimes an end, SAIS will only track the exact entry and exit dates when they directly affect funding. Funding is generated for services rendered, not simply for the existence of a need.

#### HOMEBOUND NEED

Children with a homebound need are funded through the ADM process (Membership). The services a homebound student receives are simply hours of regular instruction, but legislation has set the minimum required hours per week of instruction for full-time equivalence to be far lower than that for other students.

Since Arizona statute has set different required instructional time for homebound students than for all other students, ADE must know exactly when the homebound need began and ended. Districts report the homebound need to ADE using the **Student Need** transaction described in this document.

- When a student is determined to have the need of homebound, submit a **Student Need** transaction "add" operation. The Need Entry Date will be the day the student begins receiving home instruction.
- When the student stops receiving home instruction, submit a **Student Need** transaction "change" operation with the Need Exit Date being the day the student last received home instruction.
- If the student has more than one non-contiguous periods of home instruction throughout the school year, each of those periods must be submitted separately.

In order to calculate the homebound student's ADM properly, **SAIS requires a need entry date for the homebound need**. If the homebound need ends before the student withdraws from school or completes the new school year, a **need exit date** is also required.

ALL NEEDS OTHER THAN HOMEBOUND

For all needs other than homebound, funding is generated for services rendered as reported in the various "Program Participation" transactions, which show service start and service end. ADE does not need to know when the student's need itself began or ended, just the service or program participation for that need. **For this reason, SAIS will use the start (entry date) only to determine fiscal year, and if a need exit date is submitted, it will be ignored.**

**NEEDS-ONLY STUDENTS**

Occasionally a district might report a student to SAIS for special needs only, meaning that the student does not generate funding from a membership (ADM). In the vast majority of cases where special needs are concerned, a student will attend a state-funded school for regular instruction and a state-funded school for programs or services for their special needs.

For a needs-only student, if the child has not already been assigned a SAIS student identifier, then before the need or the program/service participation may be submitted to ADE, the district must submit a **Student Personal Information** transaction with an "add" operation. The PI "add" transaction will establish the student on the SAIS database and assign a unique SAIS student identifier for that child.

**TRANSACTION ELEMENTS**

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 011
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS
Operation Code	OPRCD	1	S	A = Add new Need C = Change existing Need Exit Date (for homebound students only) D = Delete Need
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Need Code	NEEDCD	5	C	Need code <i>See Transaction Requirements: Code Values – Need</i>
empty field				<i>although this element is no longer collected, the empty field has been left in place to simplify coding for submitters who have already utilized this location</i>

field name	abbreviated name	length	data type	description
Need Entry Date	NEEDENTRDT	10	D	The date the student entered the state of having this Need. <i>For all needs <b>except homebound</b>, this element will be used solely to determine the school year during which the need occurred.</i>
Need Exit Date	NEEDEXITDT	10	D	The date the student exited the state of having this Need. <i>For all needs <b>except homebound</b>, this element will not be used.</i>

## CHANGING ELEMENTS

See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.

The following elements may be changed using this transaction with a "change" operation.

- Need Exit Date (for homebound needs only)

## ELEMENT OPTIONALITY

This table defines whether each element is optional or required depending upon Operation Code.

R: the element is required

X: any value in the incoming element will be ignored

{blank}: the element is optional; a valid value will be captured in SAIS

**Table 2 Needs Transaction Element Optionality**

element	add	change	delete
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
First Name on legal document	X	X	X
Middle Name on legal document	X	X	X
Last Name on legal document	X	X	X
Need Code	R	R	R
empty field	X	X	X
Need Entry Date	R	R	R
Need Exit Date		1	X

<sup>1</sup> although this is the only changeable field on this transaction, it is not required for a valid "change" operation because the "change" might be intended to remove an existing Need Exit Date from the SAIS database

**Note on System Message Numbers:** As stated at the beginning of this document in the **General Requirements** chapter, the system messages defined in this document changed with version 1.1. A full description of the error message meaning and values may be found in the **Transaction Requirements: System Messages** document.

## 011.1 STEP 1: VERIFICATION

Perform every step in Verification, even if errors are encountered. Report all errors.

### 011.1.1 ALLOWED DATA FORMAT

*All incoming data must match the data types defined by SAIS. For example, an element defined as "Date" must have the format of a date; an element defined as "Logical" (Boolean) must contain 0 or 1. Data types are defined in the transaction definition at the beginning of this section.*

If the value in any element does not match the SAIS-defined data type, then:  
Report the discrepancy as: **ERROR:** system-message -9009.

**Solution:** Resubmit this transaction, with each element in its allowed format only.

### 011.1.2 ALLOWED CODE VALUES

*Some elements have a set of pre-defined allowed values. These values are defined in the Transaction Requirements: Code Values located at: <http://www.ade.az.gov/sais/codevalues/DataTransactionCodeValues.doc>. For these defined elements, SAIS cannot accept a value not listed in the document.*

**Table 2 Needs Transaction Element Optionality** identifies elements limited to proscribed code values. These values can be found in the Data Transaction Code Values document, except for Transaction ID, which varies by transaction, and Operation Code, whose possible values of A, C, and D vary by transaction.

If any element with predefined allowed code values contains an unallowed value, then:  
Report the discrepancy as shown in the table below:

Error Msg. #	Error Message
-19005	Unallowed value in element: Need Code

**Solution:** Resubmit this transaction with only allowed code values in the appropriate fields.

### 011.1.3 OPERATION CODE

If Operation Code **not** A (add) or C (change) or D (delete), then:  
Report the discrepancy as: **ERROR:** system-message -9000.

**Solution:** Resubmit this transaction with the correct Operation Code.



## 011.1.4 MISSING FIELDS

**Table 2 Needs Transaction Element Optionality** identifies whether each field is required or optional. An element's optionality depends on whether the transaction is an add, change, or delete operation (Operation Code).

If any required fields are missing, then:

Report any of the discrepancies as shown in the table below:

Error Msg. #	Error Message
-9001	Missing required element: Operation Code
-9002	Missing required element: Student ID
-9005	Missing required element: CTDS (Equivalent to Entity ID)
-19001	Missing required element: Need Code
-19003	Missing required element: Need Entry Date

**Solution:** Resubmit this transaction with information in every required field.

## 011.2 STEP 2: VALIDATION

Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to **011.3 Step 3: SAIS Database Update** to update the SAIS database appropriately.

For validation, take into consideration whether the element is required or optional, based on the submitted values for Operation Code. This is defined in **Table 2 Needs Transaction Element Optionality**.

The following diagram is used throughout this Validation step to illustrate various combinations of data already existing on SAIS and data being submitted in the current incoming transaction. Note the following conventions are used.

- All sample data is for Need "Homebound" unless stated otherwise. The most used alternate Need is "Autism" (A).
- All data includes a Need Exit Date unless explicitly stated otherwise.
- Each cell in a dated column spans the entire month.

data	9/1	10/1	11/1	12/1	1/1	2/1	disposition
data already on SAIS							
incoming transaction (add)							ERROR: need already exists on SAIS

(image37.gif)

## 011.2.1 ENTITY / LEA

Although a student's needs are irrespective of where or if he attends school, the Entity ID is a required field for data tracking purposes. If Entity ID is not found, don't go beyond this point if the LEA does not exist in the system.

If the **Entity ID** not found in the SAIS database, then:

Report the discrepancy as: **ERROR:** system-message -9017.

**Solution:** Resubmit this transaction including the correct Entity ID information.

## 011.2.2 OPERATION CODE

Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, populate the SAIS database with the submitted data element values.

From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.

If Operation Code = A (add), then:

Perform **011.2A Step 2A: Add operation**.

If Operation Code = C (change), then:

Perform **011.2C Step 2C: Change operation**.

If Operation Code = D (delete), then:

Perform **011.2D Step 2D: Delete operation**.

011.2A STEP 2A: ADD OPERATION

## 011.2A.1 STUDENT IDENTIFIERS

Although the existence of a student's Need is not predicated upon his membership in an Arizona school, SAIS will not accept information on a student's Needs until he has been established in the SAIS system. A SAIS-generated student identifier (Student ID) and the school-generated student identifier (School Student ID) will already exist both at the LEA and on SAIS because the student either has been in membership at a school or his identity has been established using the **Student Personal Identification** transaction.

The remainder of this edit is identical to that for **Student Readmission**, found in Transaction Requirements: Membership document **002.2A.2 Student Identifiers**.

Note the following difference between the process for **Student Enrollment** and that for all other transactions.

- Optionality of identifiers.

element	description	New Enrollment or PI Add	all other transactions
<u>School Student ID</u>	school-generated student identifier	required	optional
<u>Student ID</u>	ADE-generated student identifier	optional	required

- A new SAIS-generated student identifier (Student ID) can only be generated for a **Student Enrollment** for a student who is new to the Arizona public school system (some E3, E6, E11, and E15's) or using the **Student Personal Information** add operation.
- The SAIS-generated student identifier is required for all transactions except the **Student Enrollment** and **Student Personal Information** add new student operations.
- Only **Student Enrollment** collects previous school information.
- Only **Student Enrollment** collects concurrent school information.

If the Student **not** found in the SdStudents table then:

Report the discrepancy as: **ERROR:** system-message -9010.

**Solution:** There are two possible solutions, depending on the situation.

- If the SAIS ID is incorrect, and there is no matching student on the database, submit the relevant transaction (**Student Enrollment** or **Student Personal Information Change**) to create the student on SAIS to precede this information change, then resubmit this transaction after that has been done.

#### 011.2A.2 NEED ENTRY & EXIT DATES

Set the temporary element **Fiscal Year** for use throughout the remaining validations.

Set **Fiscal Year** to the fiscal year identified by the Need Entry Date.

Perform one of the following paragraphs depending upon the combination of dates submitted in the transaction.

If this is a homebound need, and If (Entity ID + Student ID + Need Code + Need Entry Date) **is** found in SdStudentNeeds table, then:

*this need, during this period of time, already exists on the database*

OR, If this is a NOT homebound need, and If (Entity ID + Student ID + Need Code) for the **Fiscal Year** identified by the Need Entry Date **is** found in SdStudentNeeds table, then:

*this need, during this fiscal year, already exists on the database*

<i>data</i>	<i>9/1</i>	<i>10/1</i>	<i>11/1</i>	<i>12/1</i>	<i>1/1</i>	<i>2/1</i>	<i>disposition</i>
data already on SAIS							
incoming transaction (add)							ERROR: need already exists on SAIS

(image38.gif)

Report the discrepancy as: **ERROR** message -19007.

**Solution:** None.

DO NOT CONTINUE WITH THIS EDIT

Else, if this row is **not** already on the database, then:  
CONTINUE WITH THIS EDIT.

If this is a need to which exit date is relevant (e.g., homebound),

Perform one of the remaining edits in this section, depending upon whether Need Exit Date was submitted or not.

**011.2A.2.1 Need Exit Date is Submitted (not blank)**

or **011.2A.2.2 Need Exit Date is not Submitted (blank)**

Else,

If this edit ended successfully (no severity level of WARNING or ERROR), then:

Set SdStudentNeeds StudentID from Student ID.

Set SdStudentNeeds NeedID from Need Code.

Set SdStudentNeeds StartDtm from Need Entry Date.

Set SdStudentNeeds EndDtm to nulls.

## 011.2A.2.1 NEED EXIT DATE IS SUBMITTED (NOT BLANK)

*This section is performed only if this is a need to which exit date is relevant (e.g., homebound).*

If **Fiscal Year** of Need Exit Date **not** the same **Fiscal Year** of Need Entry Date, then:

Report the discrepancy as: **ERROR** message -19008.

**Solution:** Resubmit this transaction, with the correct information.

If Need Exit Date < Need Entry Date, then:

Report the discrepancy as: **ERROR** message -19009.

**Solution:** If one or both of the dates is incorrect, resubmit this transaction, with the correct information.

Retrieve from the SdStudentNeeds table for the same **Fiscal Year** as the Need Entry Date, the **most recent row** for this need (see "\*" on diagram below) where SdStudentNeeds NeedID = Need Code and SdStudentNeeds StartDtm < Need Entry Date.

<i>data</i>	<i>9/1</i>	<i>10/1</i>	<i>11/1</i>	<i>12/1</i>	<i>1/1</i>	<i>2/1</i>	<i>disposition</i>
data already on SAIS	*						proper row retrieved (*)
incoming transaction (add)							

(image39.gif)

If the above row **is** found, then:

*the row in this FY table that was found is the **closest to, but earlier than**, this entry date*

If SdStudentNeeds EndDtm is populated

If SdStudentNeeds EndDtm = Need Entry Date

OR If SdStudentNeeds EndDtm > Need Entry Date

*need already exists on file, for a period that overlaps this transaction's dates.*

<i>data</i>	<i>9/1</i>	<i>10/1</i>	<i>11/1</i>	<i>12/1</i>	<i>1/1</i>	<i>2/1</i>	<i>disposition</i>
data already on SAIS		*					
incoming transaction (add)							ERROR: Need already exists on SAIS

(image11.gif)

Report the discrepancy as: **ERROR** message -19011.

**Solution:** There are several possible solutions.

- If the transaction date is incorrect, resubmit this transaction, with the correct information.
- If the existing SAIS date is incorrect, fix this with a **Student Needs** transaction with a "change" operation. Then resubmit this transaction if it is still appropriate.

Else, if SdStudentNeeds EndDtm is **not** populated  
*Need on SAIS is still active*

<i>data</i>	<i>9/1</i>	<i>10/1</i>	<i>11/1</i>	<i>12/1</i>	<i>1/1</i>	<i>2/1</i>	<i>disposition</i>
data already on SAIS							no exit date
incoming transaction (add)							ERROR: Need already exists on SAIS

(image12.gif)

Report the discrepancy as: **ERROR** message -19007 AND as **ERROR** message -19012.

**Solution:** There are several possible solutions.

- If the transaction date is incorrect, resubmit this transaction with the correct information.
- If the existing SAIS date is incorrect, fix this with a **Student Needs** transaction with a "change" operation. Then resubmit this transaction.

Retrieve from the SdStudentNeeds table for the same **Fiscal Year** as the Need Entry Date, the **oldest recent row** for this need, where SdStudentNeeds NeedID = Need Code and SdStudentNeeds StartDtm > Need Entry Date.

If SdStudentNeeds StartDtm < Need Exit Date  
*the Need on SAIS overlaps the incoming transaction*

<i>data</i>	<i>9/1</i>	<i>10/1</i>	<i>11/1</i>	<i>12/1</i>	<i>1/1</i>	<i>2/1</i>	<i>disposition</i>
data already on SAIS							
incoming transaction (add)							ERROR: Need already exists on SAIS

(image13.gif)

<i>data</i>	<i>9/1</i>	<i>10/1</i>	<i>11/1</i>	<i>12/1</i>	<i>1/1</i>	<i>2/1</i>	<i>disposition</i>
data already on SAIS							no exit date
incoming transaction (add)							ERROR: Need already exists on SAIS

(image14.gif)

Report the discrepancy as: **ERROR** message -19011.

**Solution:** There are several possible solutions.

- If the transaction date is incorrect, resubmit this transaction with the correct information.
- If the existing SAIS start date is incorrect, delete the existing Need with a **Student Needs** transaction with a "delete" operation. Then resubmit this transaction with an "add" operation.

If SdStudentNeeds StartDtm < Need Exit Date  
*the Need on SAIS is still active*

If this edit ended successfully (no severity level of WARNING or ERROR), then:

Set SdStudentNeeds StudentID from Student ID.

Set SdStudentNeeds NeedID from Need Code.

Set SdStudentNeeds StartDtm from Need Entry Date.

Set SdStudentNeeds EndDtm from Need Exit Date.

#### 011.2A.2.2 NEED EXIT DATE IS NOT SUBMITTED (BLANK)

*This section is performed only if this is a need to which exit date is relevant (e.g., homebound).*

*This appears to be a new need for the student. SAIS must verify that if the student had the same need during the same fiscal year as this transaction, it was exited prior to the entry date submitted in this transaction.*

If (Entity ID + Student ID + Need Code + Need Entry Date) is found in SdStudentNeeds table, then:  
*this need, during this period of time, already exists on the database*

<i>data</i>	<i>9/1</i>	<i>10/1</i>	<i>11/1</i>	<i>12/1</i>	<i>1/1</i>	<i>2/1</i>	<i>disposition</i>
data already on SAIS							
incoming transaction (add)							no exit date; ERROR: need already exists on SAIS

*(image15.gif)*

Report the discrepancy as: **ERROR** message -19011.

**Solution:** None.

DO NOT CONTINUE WITH THIS EDIT

Else, if this row is **not** already on the database, then:  
 CONTINUE WITH THIS EDIT.

Retrieve from the SdStudentNeeds table of the same **Fiscal Year** as the Need Entry Date, the **most recent row** for this need (see "\*" on diagram below) where SdStudentNeeds NeedID = Need Code and SdStudentNeeds StartDtm < Need Entry Date.

<i>data</i>	<i>9/1</i>	<i>10/1</i>	<i>11/1</i>	<i>12/1</i>	<i>1/1</i>	<i>2/1</i>	<i>disposition</i>
data already on SAIS	*						proper row retrieved (*)
incoming transaction (add)							no exit date

(image16.gif)

If the above row **is** found, then:

Find the row in this FY table that is the **closest to, but earlier than**, this entry date

If SdStudentNeeds EndDtm is populated

If SdStudentNeeds EndDtm = Need Entry Date

OR If SdStudentNeeds EndDtm > Need Entry Date

*need already exists on file, for a period that overlaps this transaction's dates.*

<i>data</i>	<i>9/1</i>	<i>10/1</i>	<i>11/1</i>	<i>12/1</i>	<i>1/1</i>	<i>2/1</i>	<i>disposition</i>
data already on SAIS							
incoming transaction (add)							no exit date; ERROR: Need already exists on SAIS

(image18.gif)

Report the discrepancy as: **ERROR** message -19011.

**Solution:** There are several possible solutions.

- If the transaction date is incorrect, resubmit this transaction, with the correct information.
- If the existing SAIS date is incorrect, fix this with a **Student Needs** transaction with a "change" operation. Then resubmit this transaction if it is still appropriate.

Else, if SdStudentNeeds EndDtm is **not** populated  
*Need on SAIS is still active*

<i>data</i>	<i>9/1</i>	<i>10/1</i>	<i>11/1</i>	<i>12/1</i>	<i>1/1</i>	<i>2/1</i>	<i>disposition</i>
data already on SAIS							no exit date
incoming transaction (add)							no exit date; ERROR: Need already exists on SAIS

(image19.gif)

Report the discrepancy as: **ERROR** message -19007 AND as **ERROR** message -19012.

**Solution:** There are several possible solutions.

- If the transaction date is incorrect, resubmit this transaction, with the correct information.
- If the existing SAIS date is incorrect, fix this with a **Student Needs** transaction with a "change" operation. Then resubmit this transaction.

Retrieve from the SdStudentNeeds table for the same **Fiscal Year** as the Need Entry Date, the **oldest recent row** for this need (\*) where SdStudentNeeds NeedID = Need Code and SdStudentNeeds StartDtm > Need Entry Date.

If the above row is found, then:

*the Need on SAIS overlaps the incoming transaction*

<i>data</i>	<i>9/1</i>	<i>10/1</i>	<i>11/1</i>	<i>12/1</i>	<i>1/1</i>	<i>2/1</i>	<i>disposition</i>
data already on SAIS				*			
incoming transaction (add)							no exit date; ERROR: Need already exists on SAIS

(image20.gif)

Report the discrepancy as: **ERROR** message -19011.

**Solution:** There are several possible solutions.

- If the transaction date is incorrect, resubmit this transaction with the correct information.
- If the existing SAIS start date is incorrect, delete the existing Need with a **Student Needs** transaction with a "delete" operation. Then resubmit this transaction with an "add" operation.

If this edit ended successfully (no severity level of WARNING or ERROR), then:

Set SdStudentNeeds StudentID from Student ID.

Set SdStudentNeeds NeedID from Need Code.

Set SdStudentNeeds StartDtm from Need Entry Date.

Set SdStudentNeeds EndDtm to nulls.



**011.2C STEP 2C: CHANGE OPERATION**

*This operation is valid only when the need is one to which a changeable field is relevant (e.g., homebound need).*

**011.2C.1 FIND EXISTING NEED**

Retrieve the row from the database whose identifiers match those in the submitted transaction.

If (Entity ID + Student ID + Need Code) for the **Fiscal Year** as identified by Need Entry Date is **not** found in SdStudentNeeds table, then:

*this need, during this period of time, does not exist on the database*

Report the discrepancy as: **ERROR** message -19013.

**Solution:** None.

DO NOT CONTINUE.

**011.2C.2 VERIFY EXIT DATE**

If SdStudentNeeds EndDtm = Need Exit Date, then:

Report the discrepancy as: **WARNING** message -209000.

**Solution:** None. Data on SAIS already matches the submitted transaction data.

If **Fiscal Year** of Need Exit Date **not** the same **Fiscal Year** of SdStudentNeeds StartDtm, then:

Report the discrepancy as: **ERROR** message -19008.

**Solution:** Resubmit this transaction with the correct information.

If Need Exit Date < SdStudentNeeds StartDtm, then:

Report the discrepancy as: **ERROR** message -19009.

**Solution:** If one or both of the dates is incorrect, resubmit this transaction with the correct information.

*Determine if the Need Exit Date of this transaction will overlap with the SdStudentNeeds StartDtm of a subsequent row in the table having the same SdStudentNeeds NeedID.*

Retrieve from the SdStudentNeeds table of the same **Fiscal Year** as the Need Entry Date, the **oldest row** for this need where SdStudentNeeds NeedID = Need Code and SdStudentNeeds StartDtm > Need Entry Date.

If SdStudentNeeds StartDtm =< Need Exit Date

*the next Need on SAIS overlaps the incoming transaction's new exit date*

<i>data</i>	<i>9/1</i>	<i>10/1</i>	<i>11/1</i>	<i>12/1</i>	<i>1/1</i>	<i>2/1</i>	<i>3/1</i>	<i>4/1</i>	<i>disposition</i>
data already on SAIS for the same Need code				*			*		
incoming transaction (change)									ERROR: Need exit date overlaps another record with same Need code that already exist on SAIS

(image21.gif)

Report the discrepancy as: **ERROR** message -19014.

**Solution:** There are several possible solutions.

- If the transaction exit date is incorrect, resubmit this transaction with the correct information.
- If the subsequent existing SAIS start date is incorrect, fix this with **Student Needs** transactions "delete" and "add" operations (deleting the existing SAIS row and adding a correct transaction). Then resubmit this transaction.

If this edit ended successfully (no severity level of WARNING or ERROR), then:

Set SdStudentNeeds EndDtm from Need Exit Date.

#### 011.2D STEP 2D: DELETE OPERATION

Retrieve the row from the database whose identifiers match those in the submitted transaction.

If this is a need that is dependent on an exact need entry date (e.g., homebound),

If (Entity ID + Student ID + Need Code + Need Entry Date) is **not** found in SdStudentNeeds table, then:  
*this need, during this period of time, does not exist on the database*

Report the discrepancy as: **ERROR** message -19013.

**Solution:** None.

DO NOT CONTINUE.

else, if this is NOT a need that is dependent on an exact need entry date like the homebound need (rather, the need requires the entry date only to figure **Fiscal Year**),

If (Entity ID + Student ID + Need Code) for the **Fiscal Year** identified by Need Entry Date is **not** found in SdStudentNeeds table, then:

*this need, during this fiscal year, does not exist on the database*

Report the discrepancy as: **ERROR** message -19013.

**Solution:** None.

DO NOT CONTINUE.

If there is any program or service attached to this Need, for the **Fiscal Year** identified by Need Entry Date is **not** found in SdStudentNeeds table, then:

*this need, during this fiscal year, and has at least one program or service attached to it;  
Need cannot be deleted*

Report the discrepancy as: **ERROR** message -19016.

**Solution:** None.

DO NOT CONTINUE.

### 011.3 STEP 3: SAIS DATABASE UPDATE

If any verification or validation edit failed with severity level of **ERROR**,  
DO NOT PERFORM THIS STEP.

For each of the following database "write" or "delete" actions:

Set the timestamp, user, and status elements (CreatedUser, CreatedDtm, and Status) appropriately.

If the updated entity (either added, changed, or deleted) is an entity that SAIS may automatically update:

*EXAMPLE: The LEA submits a withdrawal to ADE. When SAIS processes it, the UpdateMethodIndicator is set to "submitted." As a result of this submitted withdrawal, SAIS will automatically withdraw the student from all programs/services in which he is registered with SAIS as receiving services. The UpdateMethodIndicator for each of these program/service withdrawals will be set to "automatic." Thus, if the LEA recognizes that the withdrawal was done in error and submits a withdrawal "delete" operation, SAIS can reverse the automatic program/service withdrawals it created.*

Set the UpdateMethodIndicator:

- to "submitted", if the update was specifically requested by the LEA
- to "automatic" if the update was done automatically by SAIS as a result of actions taken for a submitted transaction.

For each of the following database "write" or "delete" actions that **is** successful:

Issue an informational message (if positive reporting is being done).

For each of the following database "write" or "delete" actions that is **not** successful:

SAIS will log the status of this transaction's activity on the submission results as system-message 7, "Record failed due to SAIS internal errors, but will be retried."

SAIS will also log the status of this file as system-message 11, "File processed but contains transactions that will be retried."

**Solution:** SAIS will retry the transaction.

For Operation Code = add,

Perform **011.3A Add Need**.

For Operation Code = change,

Perform **011.3C Change Need**.

For Operation Code = delete,

Perform **011.3D Delete Need**.

#### 011.3A ADD NEED

Write new row of SdStudentNeeds to SAIS Student database.

**011.3C CHANGE NEED**

*The row in the SdStudentNeeds table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.*

Write updated row of SdStudentNeeds to SAIS Student database.

**011.3D DELETE NEED**

*The row in the SdStudentNeed table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.*

Delete the selected current row of SdStudentNeeds.

## Language Needs

*The terminology used in the language area periodically changes in response to current trends. The language area has included the terms "Bilingual," "Limited English Proficiency," "English Acquisition," and "English Learner." No matter what the current accepted terminology may be, these terms all refer to the language needs area.*

Having a low level of skill in comprehending, speaking, reading, or writing the English language due to upbringing in another language entitles a student to participate in a suitable language program (ARS § 15-751.1). The LEA shall determine what language program is suitable by using an approved assessment method.

Two transactions were designed for the language subject area:

- The **Student Assessment** transaction is designed to capture data concerning assessments administered to a student in order to identify a language need.
- The **Language Program Participation** transaction is designed to capture data concerning entry to/exit from a language program in which the student participates.

### HOW TO USE THE LANGUAGE-RELATED TRANSACTIONS

- When the student has a language-related assessment, submit the **Student Assessment** "add" operation to record that assessment in SAIS.
- When the student begins participation in a language program, submit the **Language Program Participation** "add" operation to establish the student's program entry date. (This transaction will automatically register the language need – if it doesn't already exist -- in SAIS for this student for the entire fiscal year.)
- When the student ends participation in that language program, submit the **Language Program Participation** "change" operation to exit the student from that program. (The Need information will not change on SAIS.)
- If a student's participation was reported in error, submit the **Language Program Participation** "delete" operation to exit the student from that program. (If there are no other language programs for the student this school year, this will automatically delete the language need for this student.)

## STUDENT ASSESSMENT

As stated earlier in the introduction to this **Language Needs** chapter, assessment events confirm or refute a student's presumed need. This transaction is independent of need. At this time, only assessment events related to the language need must be tracked, although in the future this transaction could be used to submit assessment information pertaining to any need in any need group.

## TRANSACTION ELEMENTS

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 012
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS
Operation Code	OPRCD	1	S	A = Add new Assessment C = Change Assessment Result Code D = Delete Assessment
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Assessment Code	ASSMNTCD	3	C	Type of assessment conducted <i>See Transaction Requirements: Code Values – Assessment Methods</i>
Assessment Result Code	ASSMNTRSCD	2	C	The assessment result <i>See Transaction Requirements: Code Values – Assessment Results</i>
Assessment Date	ASSMNTDT	10	D	The date the assessment was finalized

## CHANGING ELEMENTS

See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.

The following elements may be changed using this transaction with a "change" operation.

- Assessment Result Code

**ELEMENT OPTIONALITY**

This table defines whether each element is optional or required depending upon Operation Code.

R: the element is required

X: any value in the incoming element will be ignored

{blank}: the element is optional; a valid value will be captured in SAIS

**Table 3 Assessment Transaction Element Optionality**

<i>element</i>	<i>add</i>	<i>change</i>	<i>delete</i>
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
First Name on legal document	X	X	X
Middle Name on legal document	X	X	X
Last Name on legal document	X	X	X
Assessment Code	R	R	R
Assessment Result Code	R	R	X
Assessment Date	R	R	R

**012.1 STEP 1: VERIFICATION**

Perform every step in Verification, even if errors are encountered. Report all errors.

**012.1.1 ALLOWED DATA FORMAT**

Perform the same validation as for **Student Needs, 011.1.1 Allowed data format**.

**012.1.2 ALLOWED CODE VALUES**

Perform the same validation as for **Student Needs, 011.1.2 Allowed code values**.

Report the any discrepancy as shown in the table below:

Error Msg. #	Error Message
-21004	Unallowed value in element: Assessment Code
-21005	Unallowed value in element: Assessment Result Code

**012.1.3 OPERATION CODE**

Perform the same validation as for **Student Needs, 011.1.3 Operation Code**.

## 012.1.4 MISSING FIELDS

Using **Table 3 Assessment Transaction Element Optionality**, perform the same validation as for **Student Needs, 011.1.4 Missing Fields**.

If any required fields are missing, then:

Report any of the discrepancies as shown in the table below:

Error Msg. #	Error Message
-21001	Missing required element: Assessment Date
-21002	Missing required element: Assessment Code
-21003	Missing required element: Assessment Result Code

## 012.2 STEP 2: VALIDATION

*Perform these edits. After successful completion of each of the following edits (no FATAL ERROR severity levels) and unless stated otherwise in the following sections, proceed to **012.3 Step 3: SAIS Database Update** to update the SAIS database appropriately.*

*For validation, take into consideration whether the element is required or optional, based on the submitted values for Operation Code. This is defined in **Table 3 Assessment Transaction Element Optionality** above.*

## 012.2.1 ENTITY / LEA

Perform the same validation as for **Student Needs, 011.2.1 Entity / LEA**.

## 012.2.2 FISCAL YEAR

*Set the temporary element **Fiscal Year** for use throughout the remaining validations.*

*Set **Fiscal Year** to the fiscal year identified by the Assessment Date.*

## 012.2.3 OPERATION CODE

*From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.*

If Operation Code = A (add), then:

Perform **012.2A Step 2A: Add operation**.

If Operation Code = C (change), then:

Perform **012.2C Step 2C: Change operation**.

If Operation Code = D (delete), then:

Perform **012.2D Step 2D: Delete operation**.



## 012.2A STEP 2A: ADD OPERATION

### 012.2A.1 STUDENT IDENTIFIERS

Perform the same validation as for **Student Needs, 011.2A.1 Student identifiers**.

### 012.2A.2 FIND ASSESSMENT

Attempt to retrieve the row from the SdStudentAssessments table whose identifiers match those in the submitted transaction.

If (Entity ID + Student ID + Assessment Code + Assessment Date) **is** found in SdStudentAssessments table, then:  
*this assessment already exists on the database*

Report the discrepancy as: **ERROR** message -21006.

**Solution:** None.

DO NOT CONTINUE.

If this edit ended successfully (no severity level of WARNING or ERROR), then:

Set SdStudentAssessments StudentID from Student ID.

Set SdStudentAssessments AssessmentID from Assessment Code.

Set SdStudentAssessments RefAssessmentResultID from Assessment Result Code.

Set SdStudentAssessments AssessmentDtm from Assessment Date.

Set SdStudentAssessments FiscalYear to **Fiscal Year**.

## 012.2C STEP 2C: CHANGE OPERATION

### 012.2C.1 FIND EXISTING ASSESSMENT

Retrieve the row from the SdStudentAssessments table whose identifiers match those in the submitted transaction.

If (Entity ID + Student ID + Assessment Code + Assessment Date) **is not** found in SdStudentAssessments table, then:

*no matching assessment exists on the database*

Report the discrepancy as: **ERROR** message -21007.

**Solution:** None.

DO NOT CONTINUE WITH THIS EDIT

Else, if this row **is** already on the database, then:  
CONTINUE WITH THIS EDIT.

If SdStudentAssessments RefAssessmentResultID = Assessment Result Code,

Report the discrepancy as: **WARNING** message -209000.

**Solution:** None. No update will be made to SAIS.

DO NOT UPDATE THE DATABASE.

**012.2C.3 CHANGE ALL CHANGEABLE ELEMENTS**

If all edits ended successfully (no severity level of WARNING or ERROR), then:

Set SdStudentAssessments RefAssessmentResultID from Assessment Result Code.

**012.2D STEP 2D: DELETE OPERATION**

*SAIS will not associate assessments with a particular need or program/service at this time.*

Retrieve the row from the SdStudentAssessments table whose identifiers match those in the submitted transaction.

If (Entity ID + Student ID + Assessment Code + Assessment Date) is **not** found in SdStudentAssessments table, then:

*no matching assessment exists on the database*

Report the discrepancy as: **ERROR** message -21007.

**Solution:** None.

DO NOT CONTINUE.

### 012.3 STEP 3: SAIS DATABASE UPDATE

If any verification or validation edit failed with severity level of **ERROR**,  
DO NOT PERFORM THIS STEP.

For each of the following database "write" or "delete" actions:

Set the timestamp, user, and status elements (CreatedUser, CreatedDtm, and Status) appropriately.

If the updated entity (either added, changed, or deleted) is an entity that SAIS may automatically update:

*EXAMPLE: The LEA submits a withdrawal to ADE. When SAIS processes it, the UpdateMethodIndicator is set to "submitted." As a result of this submitted withdrawal, SAIS will automatically withdraw the student from all programs/services in which he is registered with SAIS as receiving services. The UpdateMethodIndicator for each of these program/service withdrawals will be set to "automatic." Thus, if the LEA recognizes that the withdrawal was done in error and submits a withdrawal "delete" operation, SAIS can reverse the automatic program/service withdrawals it created.*

Set the UpdateMethodIndicator:

- to "submitted", if the update was specifically requested by the LEA
- to "automatic" if the update was done automatically by SAIS as a result of actions taken for a submitted transaction.

For each of the following database "write" or "delete" actions that **is** successful:

Issue an informational message (if positive reporting is being done).

For each of the following database "write" or "delete" actions that is **not** successful:

SAIS will log the status of this transaction's activity on the submission results as system-message 7, "Record failed due to SAIS internal errors, but will be retried."

SAIS will also log the status of this file as system-message 11, "File processed but contains transactions that will be retried."

**Solution:** SAIS will retry the transaction.

For Operation Code = add,

Perform **012.3A Add Assessment**.

For Operation Code = change,

Perform **012.3C Change Assessment**.

For Operation Code = delete,

Perform **012.3D Delete Assessment**.

**012.3A ADD ASSESSMENT**

Write new row of SdStudentAssessments to SAIS Student database.

**012.3C CHANGE ASSESSMENT**

*The row in the SdStudentNeeds table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.*

Write updated row of SdStudentAssessments to SAIS Student database.

**012.3D DELETE ASSESSMENT**

*The row in the SdStudentNeeds table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.*

Delete the selected current row of SdStudentAssessments.

## LANGUAGE PROGRAM PARTICIPATION

This transaction applies to participation in programs associated with the language need group only. (See Table 1 for relevant needs.)

See the section **How to use the Language-related transactions** in the beginning of this **Language Needs** chapter for instructions on how this transaction is to be used.

At any given time a student may participate only in one language program.

### HOW TO CHANGE A STUDENT'S SCHEDULING TRACK MID-YEAR

SAIS does not anticipate that students will often be changing tracks mid-year specifically for their language programs. Therefore, there is no dedicated transaction for this. To accomplish a mid-year track change, the district should take the following steps.

- Exit the student from the language program and the previous Track he was scheduled in
- Enter the student effective the following day, for the same language program but in the new Track

### TRANSACTION ELEMENTS

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	Description
Transaction ID	TRANSID	3	I	ID value = 013
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS
Operation Code	OPRCD	1	S	A = Add new Program Participation C = Change existing language program participation information D = Delete Program Participation
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this enrollment applies. (If the school does not have its own calendar, it will use the district's calendar.)
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration

field name	abbreviated name	length	data type	Description
Need Code	NEEDCD	5	C	Need code <i>See Transaction Requirements: Code Values – Need</i> <i>NOTE: At this time, the only appropriate value for this transaction is the need code for language (LEP).</i>
Program Code	PROGSVCCD	2	C	Type of program or service <i>See Transaction Requirements: Code Values – Language Programs</i>
Program Entry Date	PSENRDT	10	D	The date the student entered the program/service
Program Exit Date	PSEXITDT	10	D	The date the student exited the program/service
Program Exit Reason Code	PSEXITRSNCD	2	C	Reason for exiting the language program <i>See Transaction Requirements: Code Values – Language Program Exit Reason</i>
Language Participation Status	LANGSTAT	2	C	Status of the student's participation in a language program compared with the previous enrollment (i.e., the student is new to a language program or is continuing in a language program from previous school year or previous enrollment this year) <i>See Transaction Requirements: Code Values – Language Participation Status</i>

## CHANGING ELEMENTS

See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.

The following elements may be changed using this transaction with a "change" operation.

- Program Exit Date
- Program Exit Reason Code
- Language Participation Status

**ELEMENT OPTIONALITY**

*This table defines whether each element is optional or required depending upon Operation Code.*

R: the element is required

X: any value in the incoming element will be ignored

{blank}: the element is optional; a valid value will be captured in SAIS

**Table 4 Language Program Participation Transaction Element Optionality**

<i>element</i>	<i>add</i>	<i>change</i>	<i>delete</i>
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
Track Number	R	R	R
First Name on legal document	X	X	X
Middle Name on legal document	X	X	X
Last Name on legal document	X	X	X
Need Code	R	R	R
Program Code	R	R	R
Program Entry Date	R	R	R
Program Exit Date	1	1, 2	X
Program Exit Reason Code	1	1, 2	X
Language Participation Status	R	R	X

1 If either of these fields is submitted, then both must be included for a valid "add" or "change" operation.

2 Note that although these are changeable fields, values are not required, because the "change" might be intended to remove an existing Program Exit Date and Program Exit Reason Code from the SAIS database.

**Note on System Message Numbers:** As stated at the beginning of this document in the **General Requirements** chapter, the system messages defined in this document changed with version 1.1. A full description of the error message meaning and values may be found in the **Transaction Requirements: System Messages** document.

**013.1 STEP 1: VERIFICATION**

Perform every step in Verification, even if errors are encountered. Report all errors.

**013.1.1 ALLOWED DATA FORMAT**

Perform the same validation as for **Student Needs, 011.1.1 Allowed data format**.

**013.1.2 ALLOWED CODE VALUES**

Perform the same validation as for **Student Needs, 011.1.2 Allowed code values.**

Report the any discrepancy as shown in the table below:

Error Msg. #	Error Message
-22001	Unallowed value in element: Program Code
-22002	Unallowed value in element: Program Exit Reason Code
-22003	Unallowed value in element: Program Entry Date – not in given Fiscal Year

**013.1.3 OPERATION CODE**

Perform the same validation as for **Student Needs, 011.1.3 Operation Code.**

**013.1.4 MISSING FIELDS**

Using **Table 4 Language Program Participation Transaction Element Optionality**, perform the same validation as for **Student Needs, 011.1.4 Missing Fields.**

Report any of the discrepancies as shown in the table below:

Error Msg. #	Error Message
-22006	Missing required element: Program Code
-22007	Missing required element: Program Entry Date

**013.2 STEP 2: VALIDATION**

*Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to **013.3 Step 3: SAIS Database Update** to update the SAIS database appropriately.*

*For validation, take into consideration whether the element is required or optional, based on the submitted values for Operation Code. This is defined in **Table 4 Language Program Participation Transaction Element Optionality**.*

**013.2.1 ENTITY / LEA**

Perform the same validation as for **Student Needs, 011.2.1 Entity / LEA.**

**013.2.2 OPERATION CODE**

*From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.*

If Operation Code = A (add), then:

Perform **013.2A Step 2A: Add operation.**

If Operation Code = C (change), then:

Perform **013.2C Step 2C: Change operation.**

If Operation Code = D (delete), then:

Perform **013.2D Step 2D: Delete operation.**



**013.2A STEP 2A: ADD OPERATION****013.2A.1 STUDENT IDENTIFIERS**

Perform the same validation as for **Student Needs, 011.2A.1 Student identifiers**.

Set the temporary element **Fiscal Year** for use throughout the remaining validations.

Set **Fiscal Year** to the fiscal year identified by the Program Entry Date.

**013.2A.2 PROGRAM/SERVICE**

Retrieve the row from the SdStudentParticipationProgSvcs table whose identifiers match those in the submitted transaction.

If (Entity ID + Student ID + Need Code + Program Code + Program Entry Date ) **is** found in SdStudentParticipationProgSvcs table, then:

*this program already exists on the database for this period*

Report the discrepancy as: **ERROR** message -22004.

**Solution:** None.

DO NOT CONTINUE.

**013.2A.3 VERIFY ENTRY/EXIT DATES**

If Track Number is not valid for this Entity ID then:

Report the discrepancy as: **ERROR** message -23034.

**Solution:** Resubmit this transaction with the correct information.

DO NOT CONTINUE.

If Program Exit Date is submitted:

If Program Entry Date > Program Exit Date, then:

*program ended before it began?*

Report the discrepancy as **ERROR** message -22008

**Solution:** If one or both of the dates is incorrect, resubmit this transaction with the correct information.

**013.2A.4 VERIFY REASON CODE/EXIT DATE**

If Program Exit Date is submitted (not blank) and Program Reason Code is not submitted (blank), then;  
*program reason code required when exit date provided*

Report the discrepancy as **ERROR** message -22009

**Solution:** Enter a Program Reason Code and resubmit this transaction with the correct information.

If Program Reason Code submitted (not blank) and Program Exit Date is not submitted (blank), then;  
*program exit date required when reason code provided*

Report the discrepancy as **ERROR** message -22010

**Solution:** Enter a valid Program Exit Date and resubmit this transaction with the correct information.

**013.2A.5 SCHOOL PROGRAM PARTICIPATION**

*Ensure that this school actually offers the program/service submitted.*

Retrieve the row from the SAISEntityPartProgSvcs table whose identifiers match those in the submitted transaction.

If no matching record found, then;  
*this program not offered by school or district*

Report the discrepancy as **ERROR** message -9021

**Solution:** If the Entity ID or Program Code is incorrect, resubmit this transaction with the correct information.

**013.2A.6 CHECK FOR OVERLAPPING PROGRAMS**

This validation is similar to **011.2A.2 Need Entry & Exit Dates**.

If (Entity ID + Student ID + Need Code) for the **Fiscal Year** identified by the Program Entry Date is **NOT** found in SdStudentNeeds table, then:

*this need, during this fiscal year, does not already exist on the database; add it*  
Set a flag so that the Need is added to the database.  
Set SdStudentNeeds StudentID from Student ID.  
Set SdStudentNeeds NeedID from Need Code.  
Set SdStudentNeeds StartDtm from Program Entry Date.  
Set SdStudentNeeds EndDtm to nulls.

Perform one of the remaining edits in this section, depending upon whether Need Exit Date was submitted or not.

**013.2A.6.1 Program Exit Date is Submitted (not blank)**  
or **013.2A.6.2 Program Exit Date is not Submitted (blank)**

**013.2A.6.1 PROGRAM EXIT DATE IS SUBMITTED (NOT BLANK)**

If **Fiscal Year** of Program Exit Date **not** the same **Fiscal Year** of Program Entry Date, then:  
Report the discrepancy as: **ERROR** message -19017.

**Solution:** Resubmit this transaction, with the correct information.

If Program Exit Date < ProgramEntry Date, then:  
Report the discrepancy as: **ERROR** message -19018.

**Solution:** If one or both of the dates is incorrect, resubmit this transaction, with the correct information.

Retrieve from the SdStudentParticipationProgSvcs table for the same **Fiscal Year** as the Program Entry Date, the **most recent row** for this program participation (see "" on diagram below) where SchoolParticipationProgServID = Program Code and StartDtm < Program Entry Date.

<i>data</i>	<i>9/1</i>	<i>10/1</i>	<i>11/1</i>	<i>12/1</i>	<i>1/1</i>	<i>2/1</i>	<i>disposition</i>
data already on SAIS	*						proper row retrieved (*)
incoming transaction (add)							

(image39.gif)

If the above row **is** found, then:

*the row in this FY table that was found is the **closest to, but earlier than**, this entry date*

If SdStudentParticipationProgSvcs EndDtm is populated

If SdStudentParticipationProgSvcs EndDtm = Program Entry Date

OR If SdStudentParticipationProgSvcs EndDtm > Program Entry Date

*program already exists on file, for a period that overlaps this transaction's dates.*

<i>data</i>	<i>9/1</i>	<i>10/1</i>	<i>11/1</i>	<i>12/1</i>	<i>1/1</i>	<i>2/1</i>	<i>disposition</i>
data already on SAIS		*					
incoming transaction (add)							ERROR: Need already exists on SAIS

(image11.gif)

Report the discrepancy as: **ERROR** message -19020.

**Solution:** There are several possible solutions.

- If the transaction date is incorrect, resubmit this transaction, with the correct information.
- If the existing SAIS date is incorrect, fix this with a **Language Program Participation** transaction with a "change" operation. Then resubmit this transaction if it is still appropriate.

Else, if SdStudentParticipationProgSvcs EndDtm is **not** populated  
*program on SAIS is still active*

<i>data</i>	<i>9/1</i>	<i>10/1</i>	<i>11/1</i>	<i>12/1</i>	<i>1/1</i>	<i>2/1</i>	<i>disposition</i>
data already on SAIS							no exit date
incoming transaction (add)							ERROR: Need already exists on SAIS

(image12.gif)

Report the discrepancy as: **ERROR** message -19021.

**Solution:** There are several possible solutions.

- If the transaction date is incorrect, resubmit this transaction with the correct information.
- If the existing SAIS date is incorrect, fix this with a **Language Program Participation** transaction with a "change" operation. Then resubmit this transaction.

Retrieve from the SdStudentParticipationProgSvcs table for the same **Fiscal Year** as the Program Entry Date, the **oldest recent row** for this program, where SchoolParticipationProgServID = Program Code and StartDtm > Program Entry Date.

If SdStudentParticipationProgSvcs StartDtm < Program Exit Date  
*the program on SAIS overlaps the incoming transaction*

<i>data</i>	<i>9/1</i>	<i>10/1</i>	<i>11/1</i>	<i>12/1</i>	<i>1/1</i>	<i>2/1</i>	<i>disposition</i>
data already on SAIS							
incoming transaction (add)							ERROR: already exists on SAIS

(image13.gif)

<i>data</i>	<i>9/1</i>	<i>10/1</i>	<i>11/1</i>	<i>12/1</i>	<i>1/1</i>	<i>2/1</i>	<i>disposition</i>
data already on SAIS							no exit date
incoming transaction (add)							ERROR: already exists on SAIS

(image14.gif)

Report the discrepancy as: **ERROR** message -19020.

**Solution:** There are several possible solutions.

- If the transaction date is incorrect, resubmit this transaction with the correct information.
- If the existing SAIS start date is incorrect, delete the existing Program with a **Language Program Participation** transaction with a "delete" operation. Then resubmit this transaction with an "add" operation.

## 013.2A.6.2 PROGRAM EXIT DATE IS NOT SUBMITTED (BLANK)

*This appears to be a new program for the student. SAIS must verify that if the student had the same program during the same fiscal year as this transaction, it was exited prior to the entry date submitted in this transaction.*

If (Entity ID + Student ID + Program Code + Program Entry Date) is found in the SdStudentParticipationProgSvcs table, then:

*this program, during this period of time, already exists on the database*

<i>data</i>	<i>9/1</i>	<i>10/1</i>	<i>11/1</i>	<i>12/1</i>	<i>1/1</i>	<i>2/1</i>	<i>disposition</i>
data already on SAIS							
incoming transaction (add)							no exit date; ERROR: already exists on SAIS

*(image15.gif)*

Report the discrepancy as: **ERROR** message -19020.

**Solution:** None.

DO NOT CONTINUE WITH THIS EDIT

Else, if this row is **not** already on the database, then:  
CONTINUE WITH THIS EDIT.

Retrieve from the SdStudentParticipationProgSvcs table of the same **Fiscal Year** as the Program Entry Date, the **most recent row** for this program (see "\*" on diagram below) where SchoolParticipationProgServID = Program Code and StartDtm < Program Entry Date.

<i>data</i>	<i>9/1</i>	<i>10/1</i>	<i>11/1</i>	<i>12/1</i>	<i>1/1</i>	<i>2/1</i>	<i>disposition</i>
data already on SAIS	*						proper row retrieved (*)
incoming transaction (add)							no exit date

*(image16.gif)*

If the above row **is** found, then:

Find the row in this FY table that is the **closest to, but earlier than**, this entry date

If SdStudentParticipationProgSvcs EndDtm is populated

If SdStudentParticipationProgSvcs EndDtm = Program Entry Date

OR If SdStudentParticipationProgSvcs EndDtm > Program Entry Date

*program already exists on file, for a period that overlaps this transaction's dates.*

<i>data</i>	<i>9/1</i>	<i>10/1</i>	<i>11/1</i>	<i>12/1</i>	<i>1/1</i>	<i>2/1</i>	<i>disposition</i>
data already on SAIS							
incoming transaction (add)							no exit date; ERROR: already exists on SAIS (image18.gif)

Report the discrepancy as: **ERROR** message -19020.

**Solution:** There are several possible solutions.

- If the transaction date is incorrect, resubmit this transaction, with the correct information.
- If the existing SAIS date is incorrect, fix this with a **Language Program Participation** transaction with a "change" operation. Then resubmit this transaction if it is still appropriate.

Else, if SdStudentParticipationProgSvcs EndDtm is **not** populated  
*Program on SAIS is still active*

<i>data</i>	<i>9/1</i>	<i>10/1</i>	<i>11/1</i>	<i>12/1</i>	<i>1/1</i>	<i>2/1</i>	<i>disposition</i>
data already on SAIS							no exit date
incoming transaction (add)							no exit date; ERROR: already exists on SAIS

*(image19.gif)*

Report the discrepancy as: **ERROR** message -19021.

**Solution:** There are several possible solutions.

- If the transaction date is incorrect, resubmit this transaction, with the correct information.
- If the existing SAIS date is incorrect, fix this with a **Language Program Participation** transaction with a "change" operation. Then resubmit this transaction.

Retrieve from the SdStudentParticipationProgSvcs table for the same **Fiscal Year** as the Program Entry Date, the **oldest recent row** for this program (\*) where SchoolParticipationProgServID = Program Code and StartDtm > Program Entry Date.

If the above row is found, then:

*the program on SAIS overlaps the incoming transaction*

<i>data</i>	<i>9/1</i>	<i>10/1</i>	<i>11/1</i>	<i>12/1</i>	<i>1/1</i>	<i>2/1</i>	<i>disposition</i>
data already on SAIS				*			
incoming transaction (add)							no exit date; ERROR: already exists on SAIS

*(image20.gif)*

Report the discrepancy as: **ERROR** message -19020.

**Solution:** There are several possible solutions.

- If the transaction date is incorrect, resubmit this transaction with the correct information.
- If the existing SAIS start date is incorrect, delete the existing program with a **Language Program Participation** transaction with a "delete" operation. Then resubmit this transaction with an "add" operation.

**013.2A.7 SET DATABASE FIELDS**

If all edits ended successfully (no severity level of WARNING or ERROR),  
AND there is NOT already a language need on the SdStudentNeeds table for this student for the **Fiscal Year**,  
then:

*the need must be added for this student*

Set SdStudentNeeds StudentID from Student ID

Set SdStudentNeeds NeedID from Need Code

Set SdStudentNeeds Start Dtm from Need Entry Date

Set a flag stating that the SdStudentNeed must be added.

If all edits ended successfully (no severity level of WARNING or ERROR), then:

Set SdStudentParticipationProgSvcs StudentID from Student ID.

Set SdStudentParticipationProgSvcs SchoolParticipationProgServID from Program Code.

Set SdStudentParticipationProgSvcs StartDtm from Program Entry Date.

Set SdStudentParticipationProgSvcs FiscalYear to **Fiscal Year**.

Set SdStudentParticipationProgSvcs RefSPEDServiceID to nulls.

Set SdStudentParticipationProgSvcs RefLangStat to Language Participation Status.

If Program Exit Date and Program Reason Code were submitted (not blank), then;

Set SdStudentParticipationProgSvcs EndDtm from Program Exit Date.

Set SdStudentParticipationProgSvcs RefPsExitReasonID from Program Exit Reason Code.

Else

Set SdStudentParticipationProgSvcs EndDtm to nulls.

Set SdStudentParticipationProgSvcs RefPsExitReasonID to nulls.

CONTINUE TO **013.3 Step 3: SAIS Database Update**.

**013.2C STEP 2C: CHANGE OPERATION**

*Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, populate the SAIS database with the submitted data element values.*

*As shown in Table 4 Language Program Participation Transaction Element Optionality, only certain elements may be changed.*

Perform **013.2A.3 Verify Entry/Exit Dates**

Perform **013.2A.4 Verify Reason Code/Exit Date**

Perform **013.2A.5 School Program Participation**



### 013.2C.1 PROGRAM/SERVICE

Retrieve the row from the SdStudentParticipationProgSvcs table whose identifiers match those in the submitted transaction.

If (Entity ID + Student ID + Need Code + Program Code + Program Entry Date) is **not** found in SdStudentParticipationProgSvcs table, then:

*this program does not exist on the database; this is an error*

Report the discrepancy as: **ERROR** message -22005.

**Solution:** None.

DO NOT CONTINUE.

If SdStudentParticipationProgSvcs RefPsExitReasonID = Program Exit Reason Code,

AND SdStudentParticipationProgSvcs EndDtm = Program Exit Date,

AND SdStudentParticipationProgSvcs RefLangStatCd = Language Participation Status

*all elements on the SAIS database already match the submitted transaction; this is not a valid "change" operation*

Report the discrepancy as: **WARNING** message -209000.

**Solution:** None. No update will be made to SAIS.

DO NOT UPDATE THE DATABASE.

### 013.2C.2 VERIFY ENTRY/EXIT DATES

Perform **013.2A.4 Verify Entry/Exit Dates**.

### 013.2C.3 CHECK FOR OVERLAPPING PROGRAMS

Perform **013.2A.6 Check for Overlapping Programs**.

### 013.2C.4 CHANGE ALL CHANGEABLE ELEMENTS

Set SdStudentParticipationProgSvcs EndDtm from Program Exit Date.

Set SdStudentParticipationProgSvcs RefPsExitReasonID from Program Exit Reason Code.

Set SdStudentParticipationProgSvcs RefLangStatCd from Language Participation Status.

## 013.2D STEP 2D: DELETE OPERATION

*As shown in Table 4 Language Program Participation Transaction Element Optionality, all but the required elements for the delete operation will be ignored.*

### 013.2D.1 PROGRAM/SERVICE

Retrieve the row from the SdStudentParticipationProgSvcs table whose identifiers match those in the submitted transaction.

If (Entity ID + Student ID + Need Code + Program Code + Program Entry Date) is **not** found in SdStudentParticipationProgSvcs table, then:

*this program does not exist on the database*

Report the discrepancy as: **ERROR** message -22005.

**Solution:** None.

If this edit ended successfully (no severity level of WARNING or ERROR), then:

Set a flag stating that the existing SdStudentParticipationProgSvcs must be deleted.

#### 013.2D.2 LANGUAGE NEED

If there was no WARNING or ERROR in the above validation

AND there are no other programs or services attached to this need for this student in this **Fiscal Year**,  
then:

*delete the need; nothing else exists for the need for this student*

Retrieve the row from the SdStudentNeeds table whose identifiers match those in the submitted transaction.

Set a flag stating that the existing SdStudentNeed must be deleted.

### 013.3 STEP 3: SAIS DATABASE UPDATE

If any verification or validation edit failed with severity level of **ERROR**,  
DO NOT PERFORM THIS STEP.

For each of the following database "write" or "delete" actions:

Set the timestamp, user, and status elements (CreatedUser, CreatedDtm, and Status) appropriately.

If the updated entity (either added, changed, or deleted) is an entity that SAIS may automatically update:

*EXAMPLE: The LEA submits a withdrawal to ADE. When SAIS processes it, the UpdateMethodIndicator is set to "submitted." As a result of this submitted withdrawal, SAIS will automatically withdraw the student from all programs/services in which he is registered with SAIS as receiving services. The UpdateMethodIndicator for each of these program/service withdrawals will be set to "automatic." Thus, if the LEA recognizes that the withdrawal was done in error and submits a withdrawal "delete" operation, SAIS can reverse the automatic program/service withdrawals it created.*

Set the UpdateMethodIndicator:

- to "submitted", if the update was specifically requested by the LEA
- to "automatic" if the update was done automatically by SAIS as a result of actions taken for a submitted transaction.

For each of the following database "write" or "delete" actions that **is** successful:

Issue an informational message (if positive reporting is being done).

For each of the following database "write" or "delete" actions that is **not** successful:

SAIS will log the status of this transaction's activity on the submission results as system-message 7, "Record failed due to SAIS internal errors, but will be retried."

SAIS will also log the status of this file as system-message 11, "File processed but contains transactions that will be retried."

**Solution:** SAIS will retry the transaction

For Operation Code = add,

Perform **013.3A Add Language Program Participation**.

For Operation Code = change,

Perform **013.3C Change Language Program Participation**.

For Operation Code = delete,

Perform **013.3D Delete Language Program Participation**.

### 013.3A ADD LANGUAGE PROGRAM PARTICIPATION

If the flag is set indicating that a new SdStudentNeeds must be added,  
Write new row of the SdStudentNeeds table to the SAIS Student database.

Write new row of the SdStudentParticipationProgSvcs table to SAIS Student database.

### 013.3C CHANGE LANGUAGE PROGRAM PARTICIPATION

*The row in the existing tables that matches the key elements in the submitted transaction were retrieved earlier.  
All submitted elements have already been set in those rows.*

Write updated row of SdStudentParticipationProgSvcs to SAIS Student database.

### 013.3D DELETE LANGUAGE PROGRAM PARTICIPATION

*The row in the existing tables that matches the key elements in the submitted transaction were retrieved earlier.  
All submitted elements have already been set in those rows.*

If the flag is set indicating that the existing SdStudentParticipationProgSvcs must be deleted,  
Delete the existing row of the SdStudentParticipationProgSvcs table from the SAIS Student database.

If the flag is set indicating that the existing SdStudentNeeds must be deleted,  
Delete the existing row of the SdStudentNeeds table from the SAIS Student database.

## Special Education Needs

### SPED SERVICE PARTICIPATION

This transaction applies to needs associated with the special education need group only. (See Table 1 for relevant needs.)

Special education provisions are anchored in ARS § 15-761.30. The special education categories (e.g., Autism, Emotional Disability, Preschool Moderate Delay, etc.) are defined as **Needs**. The service (e.g., outside regular class at least 21% but no more than 60% of the day, etc.) provided to a student with a diagnosed special education-related **Need** is considered to be participation in a **Service** (akin to Program for all other Need Groups). Funding for services is based on when the student received – or participated in – those services. Hence, this special education need groups services are associated with an entry and an exit.

The transaction allows only one combination of Need & Service to be submitted at a time. If the need is not already on SAIS for the fiscal year, SAIS will automatically add it based on this transaction. The Need is recorded in SAIS only once for the entire fiscal year. If over time the student receives multiple Services for a single Need, the entry and exit to each of those Services must be reported to SAIS on a separate transaction.

### FUNDED SPED DISTRICT OF RESIDENCE (DOR)

*As described in the Membership Requirements document, district of residence is a logical construct as defined in Arizona statute. It specifically refers to funding. Therefore, to make the distinction between where a student lives (physical) and what considerations have been made for funding (logical) the name of this element is the Funded SPED Service DOR.*

The Funded SPED Service DOR will be set with an "add" operation. The SPED Service DOR Entry Date and SPED Service DOR Exit Date will default to the SPED Service Entry Date and SPED Service Exit Date respectively. To change a Funded SPED Service DOR or modify the SPED Service DOR Entry Date or SPED Service DOR Exit Date, please use the **SPED Service DOR Transfer** transaction.

**NOTE:** *The Funded SPED Service DOR may or may not be the same as the District of Residence for school membership. Adding or changing the Funded SPED Service DOR does not affect or change the District of Residence associated with the student's school membership. If the District of Residence associated with the **membership** needs to be changed, use the **Student District of Residence Transfer** transaction.*

## USES OF THE SPED SERVICE PARTICIPATION TRANSACTION

The transaction is designed to capture the following situations. The required **SPED Service Participation** transactions are listed with each.

A student may be diagnosed to have multiple **Needs** and may participate in multiple special education **Services**. However, a student may participate in only one **Service** at a time for a single **Need**.

Need Entry Date only serves to tell us what fiscal year the need exists in. Logically the student must have the need at least as early as receiving a service for that need, so Need Entry Date should be the same as or earlier than SPED Service Entry Date, but this is not required from a system standpoint so this validation will not be done.

1. Initial diagnosis indicating that student has a Need and the student has been placed in a Service. If a SPED Service Participation transaction is received with no previous Need established, SAIS will create one.
  - An "add" operation to submit Service entry. If the specified Need was not previously added for this student for the school year, the need will be added automatically.
2. Transfer to a different Service while staying in current Need.
  - A "change" operation to submit Service exit for the previously submitted Service
  - An "add" operation to submit Service entry for the new Service
3. Re-diagnosis indicating that student no longer has a previously submitted Need.
  - A "change" operation to submit the Service exit.
4. Diagnosis or re-diagnosis indicating that in addition to the previously submitted Need, the student has another Need and has been placed in a Service.
  - An "add" operation to submit the new Need entry and Service entry.
5. Re-diagnosis indicating that student Need has changed relative to the previously submitted Need: the student no longer has the previous Need but instead has a new one.
  - A "change" operation to submit exit from the previously submitted Service
  - An "add" operation to submit entry to the new Need (and Service if the student has already started receiving a Service for the new Need).
6. To delete a SPED Service Participation submitted in error to SAIS.
  - A "delete" operation to delete the Service Participation. If there are no other services attached to this need for this student for the school year, SAIS will automatically remove the need for this student.

## HOW TO CHANGE A STUDENT'S SCHEDULING TRACK MID-YEAR

SAIS does not anticipate that Special Education students will be changing tracks mid-year very often. Therefore, there is no dedicated transaction for this. To accomplish a mid-year track change, the district should take the following steps.

- Exit the student from the SPED service and the previous Track he was scheduled in
- Enter the student effective the following day, for the same SPED service but in the new Track

**TRANSACTION ELEMENTS**

The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 014
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS
Operation Code	OPRCD	1	S	A = Add new SPED Service and, possibly, Need C = Change Special Education Service information D = Delete a SPED Service Participation
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
Track Number	TRACK	4	I	For schools or districts with multiple tracks, identifies the track to which this enrollment applies. (If the school does not have its own calendar, it will use the district's calendar.)
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Need Code	NEEDCD	5	C	Category of special education Need <i>See Transaction Requirements: Code Values – Need</i>
<i>empty field</i>				<i>although this element is no longer collected, the empty field has been left in place to simplify coding for submitters who have already utilized this location</i>
Need Entry Date	NEEDENTRDT	10	D	The date the student entered the state of having this Need. <i>Note: This element will be used by SAIS only to determine the fiscal year in which the student receives services for this Need.</i>
<i>empty field</i>				<i>although this element is no longer collected, the empty field has been left in place to simplify coding for submitters who have already utilized this location</i>
SPED Service Code	SPEDPROGSV CCD	2	C	Type of special education service <i>See Transaction Requirements: Code Values – Special Education Service</i>
SPED Service Entry Date	SPEDENTRDT	10	D	The date the student entered the program/service
SPED Service Exit Date	SPEDEXITDT	10	D	The date the student exited the program/service
SPED Exit Reason Code	SPEDEXRSNC D	2	C	Reason for exiting the SPED service <i>See Transaction Requirements: Code Values – Special Education Service Exit Reason</i>
SPED Grade	SPEDGRADE	3	C	The grade level of the Special Education services provided <i>See Transaction Requirements: Code Values – Grade</i>
Funded SPED Service DOR	SPEDDORID	9	S	The Funded school district in which student resides or to which student's residence is assigned for this SPED Service; CTDS code

field name	abbreviated name	length	data type	description
SPED Neighborhood School Indicator	SPEDNEIGHS CHL	1	L	Shows if the school for this SPED Service is the closest school to the student's home within the boundaries of the district in which the school is located
SPED Special Enrollment Code	SPEDSPECEN R	2	C	Special dispensation (e.g., CEC-B) granted for a single enrollment (or program/service) allowing the student to attend this school, which is outside his normal district of residence <i>See Code Values – Special Enrollment</i>

## CHANGING ELEMENTS

See the section **How to Change Specific SAIS Elements** at the end of this document for instructions on which transaction should be used to change particular data elements.

The following elements may be changed using this transaction with a "change" operation.

- SPED Exit Date
- SPED Exit Reason Code
- SPED Grade
- SPED Special Enrollment Code

## ELEMENT OPTIONALITY

This table defines whether each element is optional or required depending upon Operation Code.

R: the element is required

X: any value in the incoming element will be ignored

{blank}: the element is optional; a valid value will be captured in SAIS

**Table 5 SPED Service Participation Transaction Element Optionality**

<i>element</i>	<i>add</i>	<i>change</i>	<i>delete</i>
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
Track Number	R	R	R
First Name on legal document	X	X	X
Middle Name on legal document	X	X	X
Last Name on legal document	X	X	X
Need Code	R	R	R, 2
<i>empty field</i>	X	X	X
Need Entry Date	R	R	R, 2
<i>empty field</i>	X	X	X
SPED Service Code	R	R	R
SPED Service Entry Date	R	R	R
SPED Service Exit Date		1	X
SPED Exit Reason Code		1	X



<i>element</i>	<i>add</i>	<i>change</i>	<i>delete</i>
SPED Grade	R	R	R
Funded SPED Service DOR	R	X	X
SPED Neighborhood School Indicator	R	X	X
SPED Special Enrollment Code		1	

- 1 A valid "change" operation might contain NONE of these optional fields because the intent of the "change" could be to eliminate existing exits or to remove a Special Enrollment Code from the SAIS database.
- 2 On a "delete" operation, the need will ONLY be deleted if there are no other programs or services associated with it on the SAIS database.

**Note on System Message Numbers:** As stated at the beginning of this document in the **General Requirements** chapter, the system messages defined in this document changed with version 1.1. A full description of the error message meaning and values may be found in the **Transaction Requirements: System Messages** document.

### 014.1 STEP 1: VERIFICATION

Perform every step in Verification, even if errors are encountered. Report all errors.

#### 014.1.1 ALLOWED DATA FORMAT

Perform the same validation as for **Student Needs, 011.1.1 Allowed data format**.

#### 014.1.2 ALLOWED CODE VALUES

Perform the same validation as for **Student Needs, 011.1.2 Allowed code values**.

Report any discrepancy as shown in the table below:

Error Msg. #	Error Message
-23010	Unallowed value in element: Need Code
-23011	Unallowed value in element: SPED Code
-23013	Unallowed value in element: Entity ID – SPED Service Code Combination
-23014	Unallowed value in element: Entity ID – SPED Grade combination
-23015	Unallowed value in element: SPED Service Code
-23016	Unallowed value in element: SPED Exit Reason Code
-23024	Unallowed value in element: Funded SPED Service DOR
-23025	Unallowed value in element: SPED Neighborhood School Indicator

#### 014.1.3 OPERATION CODE

Perform the same validation as for **Student Needs, 011.1.3 Operation Code**.

#### 014.1.4 MISSING FIELDS

Using **Table 5 SPED Service Participation Transaction Element Optionality**, perform the same validation as for **Student Needs, 011.1.4 Missing Fields**.

Report any of the discrepancies as shown in the table below:

Error Msg. #	Error Message
-23001	Missing required element: Need Code
-23002	Missing required element: Need Entry Date
-23004	Missing required element: SPED Service Code
-23005	Missing required element: SPED Service Entry Date
-23006	Missing required element: SPED Service Exit Date
-23007	Missing required element: SPED Exit Reason Code
-23009	Missing required element: SPED Grade
-23026	Missing required element: Funded SPED Service DOR
-23027	Missing required element: SPED Neighborhood School Indicator

## 014.2 STEP 2: VALIDATION

Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to **014.3 Step 3: SAIS Database Update** to update the SAIS database appropriately.

For validation, take into consideration whether the element is required or optional, based on the submitted values for Operation Code. This is defined in **Table 5 SPED Service Participation Transaction Element Optionality**.

### 014.2.1 ENTITY / LEA

Perform the same validation as for **Student Needs, 011.2.1 Entity / LEA**.

### 014.2.2 FISCAL YEAR

Set the temporary element **Fiscal Year** for use throughout the remaining validations.

Set **Fiscal Year** to the fiscal year identified by the SPED Service Entry Date.

### 014.2.3 OPERATION CODE

From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.

If Operation Code = A (add), then:

Perform **014.2A Step 2A: Add operation**.

If Operation Code = C (change), then:

Perform **014.2C Step 2C: Change operation**.

If Operation Code = D (delete), then:

Perform **014.2D Step 2D: Delete operation**.

## 014.2A STEP 2A: ADD OPERATION

### 014.2A.1 STUDENT IDENTIFIERS

Perform the same validation as for **Student Needs, 011.2A.1 Student identifiers**.

### 014.2A.2 SPED SERVICE

Retrieve the row from the SdStudentParticipationProgSvcs table whose identifiers match those in the submitted transaction.

If (Entity ID + Student ID + Need Code + SPED Service Code + SPED Service Entry Date) **is** found in SdStudentParticipationProgSvcs table, then:

*this service already exists on the database for this period*

Report the discrepancy as: **ERROR** message -23018.

**Solution:** None.

DO NOT CONTINUE.

### 014.2A.3 SCHOOL PROGRAM PARTICIPATION

*Ensure that this school actually offers the program/service submitted.*

Retrieve the row from the SAISEntityPartProgSvcs table whose identifiers match those in the submitted transaction.

If no matching record found, then;

*this program not offered by school or district*

Report the discrepancy as **ERROR** message -9021

**Solution:** If the Entity ID or Program Code is incorrect, resubmit this transaction with the correct information.

### 014.2A.4 VERIFY SUBMITTED DATES

If Track Number is not valid for this Entity ID then:

Report the discrepancy as: **ERROR** message -23034.

**Solution:** Resubmit this transaction with the correct information.

DO NOT CONTINUE.

If Need Entry Date, and SPED Service Entry Date (and SPED Service Exit Date, if submitted) are **not** all in the same **Fiscal Year** then:

Report the discrepancy as: **ERROR** message -23017.

**Solution:** Resubmit this transaction with the correct dates.

DO NOT CONTINUE.

*Note: No validation is necessary to ensure that a Need Entry Date on the database precedes the SPED Service Entry Date, because as stated earlier, the Need Entry Date is used just to establish the fiscal year. While logically the existence of the need should precede the participation in programs / services, it is not necessary from a system standpoint.*

If SPED Service Exit Date is submitted

If and SPED Service Entry Date is > SPED Service Exit Date, then:

*service ended before it began*

Report the discrepancy as: **ERROR** message –23035.

**Solution:** Resubmit this transaction with the correct dates.

DO NOT CONTINUE

#### 014.2A.5 VERIFY EXIT ELEMENTS

*This paragraph was deleted because SPED Service Exit Reason is optional. (It previously verified that if exit date or exit reason code is submitted, the other must also be submitted.)*

#### 014.2A.6 CHECK FOR OVERLAPS

*The validation procedure for checking for overlaps for language program participation is the same as that for SPED service participation.*

Substituting the relevant SPED transaction elements for the Language transaction elements,  
Perform **013.2A.6 Check for Overlapping Programs**.

## 014.2A.7 SET DATABASE FIELDS

If all edits ended successfully (no severity level of WARNING or ERROR), then:

Set SdStudentParticipationProgSvcs StudentID from Student ID.  
 Set SdStudentParticipationProgSvcs SchoolParticipationProgServID from SAISEntityPartProgSvcs ID.  
 Set SdStudentParticipationProgSvcs RefPsExitReasonID from SPED Exit Reason Code.  
 Set SdStudentParticipationProgSvcs StartDtm from SPED Service Entry Date.  
 Set SdStudentParticipationProgSvcs EndDtm from SPED Service Exit Date.  
 Set SdStudentParticipationProgSvcs FiscalYear to **Fiscal Year**.  
 Set SdStudentParticipationProgSvcs RefSPEDServiceID from SPED Service Code.  
 Set SdStudentParticipationProgSvcs RefGradeID from SPED Grade.  
 Set SdStudentParticipationProgSvcs TrackNumber from Track Number.

Set SdStudentPartProgSvcsDOR ResidenceEntityID from Funded SPED Service DOR.  
 Set SdStudentPartProgSvcsDOR StartDtm from SPED Service DOR Entry Date.  
 Set SdStudentPartProgSvcsDOR EndDtm to nulls.  
 Set SdStudentPartProgSvcsDOR SpecEnrCd from SPED Special Enrollment Code.

If this Need does not already exist on the SdStudentNeeds table for this student for the **Fiscal Year**, then:  
*add the need for this student*

Set SdStudentNeeds StudentID from Student ID  
 Set SdStudentNeeds NeedID from Need Code  
 Set SdStudentNeeds Start Dtm from Need Entry Date

Set a flag stating that a new need must be added to SAIS.

## 014.2A.8 SYNCHRONIZE SPED ELEMENTS

This step should synchronize all of the following elements of SPED.

Need Code / Entity ID

As stated in chapter **Special Education**, section **3.2.3 Reference tables; Valid Private School District / Need Category** chapter of the **Student Counts System** document, private school districts may offer only specifically approved Need Codes (need categories).

This approved list of Entity ID / Need Code combinations can be found in the SAIS database in table ScSpedEntityOfferedNeeds.

SPED Service Code / Entity ID

Refer to chapter **Special Education**, section **3.4.1.24 Service Types** of the **Student Counts System** document for specific edits on Entity ID (district of attendance) and SPED Service Code.

Entity ID / SPED Grade

Refer to chapter **Special Education**, section **3.4.1.23 Grade** of the **Student Counts System** document for specific edits on Entity ID (district of attendance) and SPED Grade.

SPED Grade / SdStudentGradeMemberships RefGradeID

Refer to chapter **Special Education**, section **3.4.1.23 Grade** of the **Student Counts System** document for specific edits on Entity ID (district of attendance) and SPED Grade.

**014.2C STEP 2C: CHANGE OPERATION**

*Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, populate the SAIS database with the submitted data element values.*

*As shown in **Table 5 SPED Service Participation Transaction Element Optionality**, only certain elements may be changed.*

**014.2C.1 VERIFY SUBMITTED DATES**

If Track Number is not valid for this Entity ID then:

Report the discrepancy as: **ERROR** message -23034.

**Solution:** Resubmit this transaction with the correct information.

DO NOT CONTINUE.

*Need Entry Date just has to be in the same fiscal year as the SPED Service.*

If Need Entry Date and SPED Service Entry Date (and SPED Service Exit Date, if submitted) are **not** all in the same **Fiscal Year** then:

Report the discrepancy as: **ERROR** message -23017.

**Solution:** Resubmit this transaction with the correct dates.

DO NOT CONTINUE.

If SPED Service Exit Date is submitted

If and SPED Service Entry Date is > SPED Service Exit Date, then:  
*service ended before it began*

Report the discrepancy as: **ERROR** message -23035.

**Solution:** Resubmit this transaction with the correct dates.

DO NOT CONTINUE

**014.2C.2 SPED SERVICE**

Retrieve the row from the SdStudentParticipationProgSvcs table whose identifiers match those in the submitted transaction.

If (Entity ID + Student ID + Need Code + SPED Service Code + SPED Service Entry Date) is **not** found in SdStudentParticipationProgSvcs table, then:

*this service does not exist on the database*

Report the discrepancy as: **ERROR** message -23019.

**Solution:** None.

DO NOT CONTINUE.

If SdStudentParticipationProgSvcs RefPsExitReasonID = SPED Exit Reason Code,  
AND SdStudentParticipationProgSvcs EndDtm = SPED Exit Date,  
AND SdStudentParticipationProgSvcs RefGradeID = SPED Grade,  
AND SdStudentParticipationProgSvcs SpecEnrCd = Special Enrollment Code,  
then:

*all elements on the SAIS database already match the submitted transaction; this is not a valid "change" operation*

Report the discrepancy as: **WARNING** message -223001.

**Solution:** None. No update will be made to SAIS.

DO NOT UPDATE THE DATABASE.

**014.2C.3 VERIFY DATES AND EXITS**

Perform **014.2A.4 Verify submitted dates**

If SPED Service Exit Date is submitted

Perform **014.2A.6 Check for Overlaps**.

**014.2C.4 UPDATE ALL CHANGEABLE FIELDS**

Set SdStudentParticipationProgSvcs EndDtm from SPED Service Exit Date.

Set SdStudentParticipationProgSvcs RefPsExitReasonID from SPED Exit Reason Code.

Set SdStudentParticipationProgSvcs RefGradeID from SPED Grade.

Set SdStudentParticipationProgSvcs SpecEnrCd from SPED Special Enrollment Code.

**014.2D STEP 2D: DELETE OPERATION**

*As shown in Table 5 SPED Service Participation Transaction Element Optionality, all but the required elements for the delete operation will be ignored.*

**014.2D.1 SPED SERVICE**

Retrieve the row from the SdStudentParticipationProgSvcs table whose identifiers match those in the submitted transaction.

If (Entity ID + Student ID + Need Code + SPED Service Code + SPED Service Entry Date) is **not** found in SdStudentParticipationProgSvcs table, then:

*this service does not exist on the database*

Report the discrepancy as: **ERROR** message -23020.

**Solution:** None.

If this edit ended successfully (no severity level of WARNING or ERROR), then:

Set a flag stating that the existing SdStudentParticipationProgSvcs must be deleted.

**014.2D.2 NEED**

If there was no WARNING or ERROR in the above validation

AND there are no other programs or services attached to this need for this student in this **Fiscal Year**, then:

*delete the need; nothing else exists for the need for this student*

Retrieve the row from the SdStudentNeeds table whose identifiers match those in the submitted transaction.

Set a flag stating that the existing SdStudentNeed must be deleted.



**014.3 STEP 3: SAIS DATABASE UPDATE**

If any verification or validation edit failed with severity level of **ERROR**,  
DO NOT PERFORM THIS STEP.

For each of the following database "write" or "delete" actions:

Set the timestamp, user, and status elements (CreatedUser, CreatedDtm, and Status) appropriately.

If the updated entity (either added, changed, or deleted) is an entity that SAIS may automatically update:

*EXAMPLE: The LEA submits a withdrawal to ADE. When SAIS processes it, the UpdateMethodIndicator is set to "submitted." As a result of this submitted withdrawal, SAIS will automatically withdraw the student from all programs/services in which he is registered with SAIS as receiving services. The UpdateMethodIndicator for each of these program/service withdrawals will be set to "automatic." Thus, if the LEA recognizes that the withdrawal was done in error and submits a withdrawal "delete" operation, SAIS can reverse the automatic program/service withdrawals it created.*

Set the UpdateMethodIndicator:

- to "submitted", if the update was specifically requested by the LEA
- to "automatic" if the update was done automatically by SAIS as a result of actions taken for a submitted transaction.

For each of the following database "write" or "delete" actions that **is** successful:

Issue an informational message (if positive reporting is being done).

For each of the following database "write" or "delete" actions that is **not** successful:

SAIS will log the status of this transaction's activity on the submission results as system-message 7, "Record failed due to SAIS internal errors, but will be retried."

SAIS will also log the status of this file as system-message 11, "File processed but contains transactions that will be retried."

**Solution:** SAIS will retry the transaction.

For Operation Code = add,

Perform **014.3A Add SPED Service Participation**.

For Operation Code = change,

Perform **014.3C Change SPED Service Participation**.

For Operation Code = delete,

Perform **014.3D Delete SPED Service Participation**.

**014.3A ADD SPED SERVICE PARTICIPATION**

If the flag is set to add a new SdStudentNeeds, then:

Write new row of the SdStudentNeeds table to SAIS Student database.

Write new row of the SdStudentParticipationProgSvcs table to SAIS Student database.

Set foreign key:

Set SdStudentSPEDPartProgDOR StudentID from SdStudents ID.

Set SdStudentSPEDPartProgDOR EntityID from SdStudents EntityID.

Set SdStudentSPEDPartProgDOR PartProgSvcsID from SdPartProgSvcs ID

Write new row to SdStudentSPEDPartProgDOR table in SAIS Student database.

**014.3C CHANGE SPED SERVICE PARTICIPATION**

*The row in the existing tables that matches the key elements in the submitted transaction was retrieved earlier.  
All submitted elements have already been set in those rows.*

If the flag is set to update the existing SdStudentNeeds, then:

Write updated row of the SdStudentNeeds table to SAIS Student database.

Write updated row of SdStudentParticipationProgSvcs to SAIS Student database.

**014.3D DELETE SPED SERVICE PARTICIPATION**

*The row in the existing tables that matches the key elements in the submitted transaction was retrieved earlier.  
All submitted elements have already been set in those rows.*

Delete the existing row of the SdStudentParticipationProgSvcs table from the SAIS Student database.

If the flag is set to delete the existing SdStudentNeeds, then:

Delete the existing row of the SdStudentNeeds table from the SAIS Student database.

## SPED SERVICE DOR TRANSFER

The Funded SPED Service DOR (District of Residence) is the funded district of residence for the special education service only and should not be confused with the district of residence associated with a student's school membership. The Funded SPED Service DOR is captured in this transaction and the **SPED Service Participation** transaction.

DOR is an essential factor in state aid. The DOR is not necessarily the district in which the student physically resides. DOR as used at ADE is defined in Arizona Statute as a logical construct that enables a district to receive state money generated by a specific student's school membership, even though sometimes that district is not the one providing the educational services. Therefore, the SAIS element name is "Funded District of Residence". Each student participating in a special education program must have a declared DOR. (While logically the DOR declared for a student's special needs should be the same as the DOR declared for his regular instruction, SAIS has provided for these two areas to be handled separately. Analysis of the submitted data will make it clear if this is how business is actually done.)

A student may change Funded District of Residence while continuing to participate in the same special education service. When this happens during the school year while the student continues to attend the same school, a **SPED Service DOR Transfer** must be submitted to ADE. This transaction can also be used for changing the end date of a child's belonging to a Funded District of Residence.

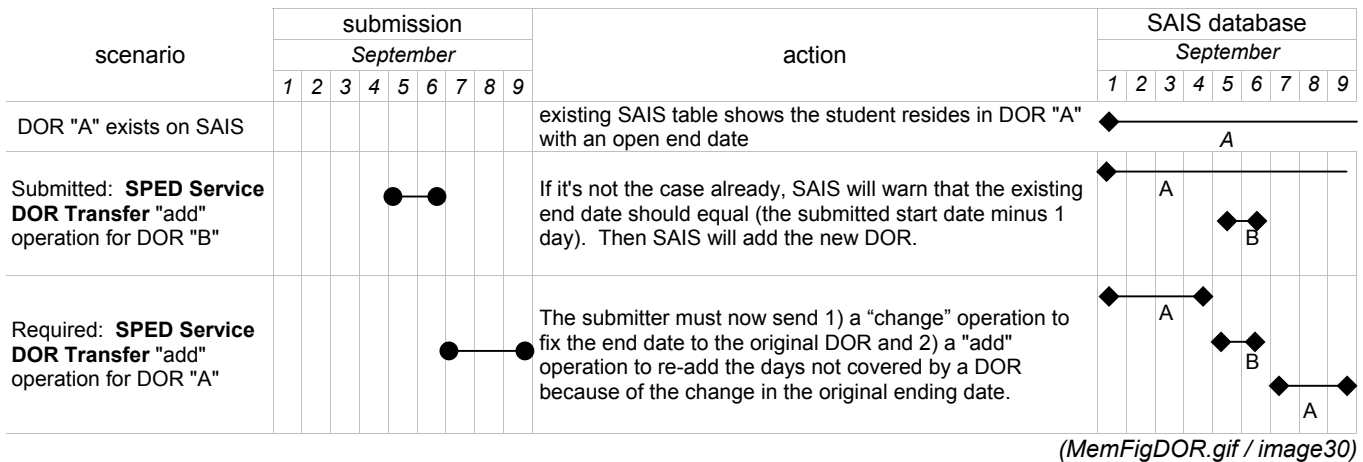
FYI: If a student moves to a new house and keeps the same funded DOR and has the same value for Neighborhood School Indicator, no transaction should be sent to SAIS.

## RETROACTIVE CHANGES

Like Tuition Payer, there must be a DOR for every day of a student's participation in a program or service. Because of this, retroactive changes can be made, but they require careful attention from the submitter. To record a retroactive DOR change properly with ADE, the following steps are required.

- The submitter must send SAIS a **SPED Service DOR Transfer** "add" operation for the retroactive DOR. It should contain the retroactive DOR information in the fields prefixed with "New", including both a start date and an end date. It should also contain the recalculated end date of the DOR just prior to this one in the fields prefixed with "Old".
- SAIS will recalculate the end date of the DOR immediately preceding this new DOR to validate that the submitted information is accurate. If the submitted "old" end date isn't the school day preceding the start of this newly inserted DOR, then SAIS will issue a message during the Integrity Checking process. **Warning:** If this date is indeed incorrect, it will have to be fixed at a later date, because all DOR information must be in sync before funding will be generated.
- If any DOR exists on SAIS whose start date overlaps with the newly added DOR, SAIS will again issue a warning. The same warning as above applies.  
■ *Start date is a key field, and cannot be changed.*
- If a deletion causes a gap in DOR coverage, then the submitter must send SAIS a **SPED Service DOR Transfer** "add" operation for the DOR that was effective after the end date of the newly added DOR.  
■ *SAIS will not automatically change any submitted DOR start or end dates; SAIS will merely try to align what is submitted and notify the submitter when the result is illogical.*

For an illustration, see below. More cases can be found in **Figure 1 SPED District of Residence "add" operation scenarios** later in this chapter.



The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description
Transaction ID	TRANSID	3	I	ID value = 019
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS, but will be sent back to the submitter with any system-generated error or warning message
Operation Code	OPRCD	1	S	A = Add a new Funded SPED Service DOR C = Change an existing Funded SPED Service DOR D = Delete an existing Funded SPED Service DOR
Entity ID	ENTITYID	9	S	School identifier; CTDS code
School Student ID	SCHLSTUID	12	S	School-generated student identifier
Student ID	STUDENTID	10	I	ADE-generated student identifier
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration
Old Funded SPED Service DOR	OLDSPEDDOR ID	9	S	School district in which student resides or to which student's residence is assigned; CTDS code
Old SPED Service DOR Start Date	OLDSPEDDOR STRT	10	D	The date this CTDS became the student's district of residence
Old SPED Service DOR End Date	OLDSPEDDOR END	10	D	The date this CTDS ceased being the student's district of residence
Old SPED Neighborhood School Indicator	OLDSPEDNEI GHSCHL	1	L	Shows if the school for this SPED Service is the closest school to the student's home within the boundaries of the district in which the school is located
New Funded SPED Service DOR	NEWSPEDDO RID	9	S	School district in which student resides or to which student's residence is assigned; CTDS code

field name	abbreviated name	length	data type	description
New SPED Service DOR Start Date	NEWSPEDDO RSTR	10	D	The date this CTDS became the student's district of residence
New SPED Service DOR End Date	NEWSPEDDO REND	10	D	The date this CTDS ceased being the student's district of residence
New SPED Neighborhood School Indicator	NEWSPEDNEI GHSCHL	1	L	Shows if this school for this SPED Service is the closest school to the student's home within the boundaries of the district in which the school is located

## CHANGING ELEMENTS

See the section ***How to Change Specific SAIS Elements*** at the end of this document for instructions on which transaction should be used to change particular data elements.

The following elements will be changed with a "change" operation. They will be changed if supplied with an "add" operation and a "delete" operation.

- Old Funded SPED Service DOR
- Old SPED Service DOR End Date
- Old SPED Neighborhood School Indicator

## ELEMENT OPTIONALITY

*This table defines whether each element is required or optional.*

*Note: When conditions state that a change will be made on SAIS, any changeable field on the submitted transaction that does not contain a value — rather, it contains nulls or spaces — will replace the value on SAIS with nulls.*

R: the element is required

X: any value in the submitted element will be ignored

{blank}: the element is optional; a valid value will be captured in SAIS

**Table 7 Funded SPED Service DOR Change Transaction Element Optionality**

<i>element</i>	<i>add</i>	<i>change</i>	<i>delete</i>
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
First Name on Legal Document	X	X	X
Middle Name on Legal Document	X	X	X
Last Name on Legal Document	X	X	X
Old Funded SPED Service DOR	1	R, 1	1
Old SPED Service DOR Start Date		R	
Old SPED Service DOR End Date	1	1	1
Old SPED Neighborhood School Indicator	R, 1	R, 1	X
New Funded SPED Service DOR	R	X	R
New SPED Service DOR Start Date	R	X	R
New SPED Service DOR End Date		X	
New SPED Neighborhood School Indicator	R	X	X

*1 At least one of these elements must be different from SAIS for this to be a valid change operation.*

**Note on System Message Numbers:** As stated at the beginning of this document in the **General Requirements** chapter, the system messages defined in this document changed with version 1.1. A full description of the error message meaning and values may be found in the **Transaction Requirements: System Messages** document.

### 019.1 STEP 1: VERIFICATION

Perform every step in Verification, even if errors are encountered. Report all errors.

#### 019.1.1 ALLOWED DATA FORMAT

Perform the same verification as for **Student Need, 011.1.1 Allowed data format**.

## 019.1.2 ALLOWED CODE VALUES

Using **Table 7 Funded SPED Service DOR Change Transaction Element Optionality**,  
Perform the same verification as for **Student Need, 011.1.2 Allowed code values**.

Report the any discrepancy as shown in the table below:

Error Msg. #	Error Message
-33001	Unallowed value in element: Old Funded SPED Service DOR
-33003	Unallowed value in element: New Funded SPED Service DOR

## 019.1.3 OPERATION CODE

Perform the same verification as for **Student Need, 011.1.3 Operation Code**.

## 019.1.4 MISSING FIELDS

*Note that at least one of the changeable elements listed in **Table 7 Funded SPED Service DOR Change Transaction Element Optionality** must be different from its value on SAIS for this to be a valid change operation.*

Using **Table 7 Funded SPED Service DOR Change Transaction Element Optionality**,  
Perform the same verification as for **StudentNeed, 011.1.4 Missing fields**.

Report any of the discrepancies as shown in the table below:

Error Msg. #	Error Message
-33005	Missing required element: Old Funded SPED Service DOR
-33006	Missing required element: Old SPED Service Entry Date
-33007	Missing required element: New Funded SPED Service DOR
-33008	Missing required element: New SPED Service Entry Date
-33009	Missing required element: New Neighborhood School Indicator

## 019.2 STEP 2: VALIDATION

Perform these edits. After successful completion of each of the following edits (no FATAL or ERROR severity levels) and unless stated otherwise in the following sections, proceed to **019.3 Step 3: SAIS Database Update** to update the SAIS database appropriately.

For validation, take into consideration whether the element is required or optional as identified in **Table 7 Funded SPED Service DOR Change Transaction Element Optionality**.

### 019.2.1 ENTITY / LEA

Perform the same validation as for **Student Need, 011.2.1 Entity / LEA**, using the submitted Entity ID and New Funded SPED Service DOR.

### 019.2.2 STUDENT IDENTIFIERS

Perform the same verification as for **Student Need, 011.2A.1 Student identifiers**.

### 019.2.3 START AND END DATES

Verify that the submitted start date is earlier than the submitted end date.

If Old SPED Service DOR End Date or New SPED Service DOR End Date is submitted,  
If Old SPED Service DOR Start Date > Old SPED Service DOR End Date or  
if New SPED Service DOR Start Date > New SPED Service DOR End Date

Report the discrepancy as: **ERROR:** system-message -33010.

**Solution:** To start a district of residence, resubmit this transaction including the correct dates.

DO NOT CONTINUE WITH THIS EDIT.

In addition, SAIS will check the following date condition.

- If an overlap or a gap occurs as a result of dates already on SAIS, this will be allowed and SAIS will issue a warning so that this overlap will be fixed before funding can commence.  
Report any discrepancy as: **WARNING:** system-message -233001.

### 019.2.4 OPERATION CODE

From here on, Validation relies on the Operation Code. Perform one of the remaining sub-steps, depending upon the value of Operation Code.

If Operation Code = A (add), then:  
Perform **019.2A Add operation**.

If Operation Code = C (change), then:  
Perform **019.2C Change operation**.

If Operation Code = D (delete), then:  
Perform **019.2D Delete operation**.



**019.2A ADD OPERATION****019.2A.1 FISCAL YEAR**

All remaining validations use only the tables for the fiscal year identified by the **New SPED Service DOR Start Date**.

Set the temporary element **Fiscal Year** for use throughout the remaining validations.

Set **Fiscal Year** to the fiscal year identified by the New SPED Service DOR Start Date.

**019.2A.2 VALIDATE EXISTING DORS**

Retrieve all rows from the database that overlap with the submitted transaction. Note that there may be more than one existing SAIS row involved with a single submitted transaction (e.g., a submitted start date could overlap with an earlier SAIS row's end date, and its end date could overlap with a subsequent SAIS row's start date). Treat each existing SAIS row individually.

If the submitted Old Funded SPED Service DOR is the same as the DOR on SAIS and the time spans are the same or they overlap,

*the SAIS value matches the transaction; any changes must be made with a "change" operation*

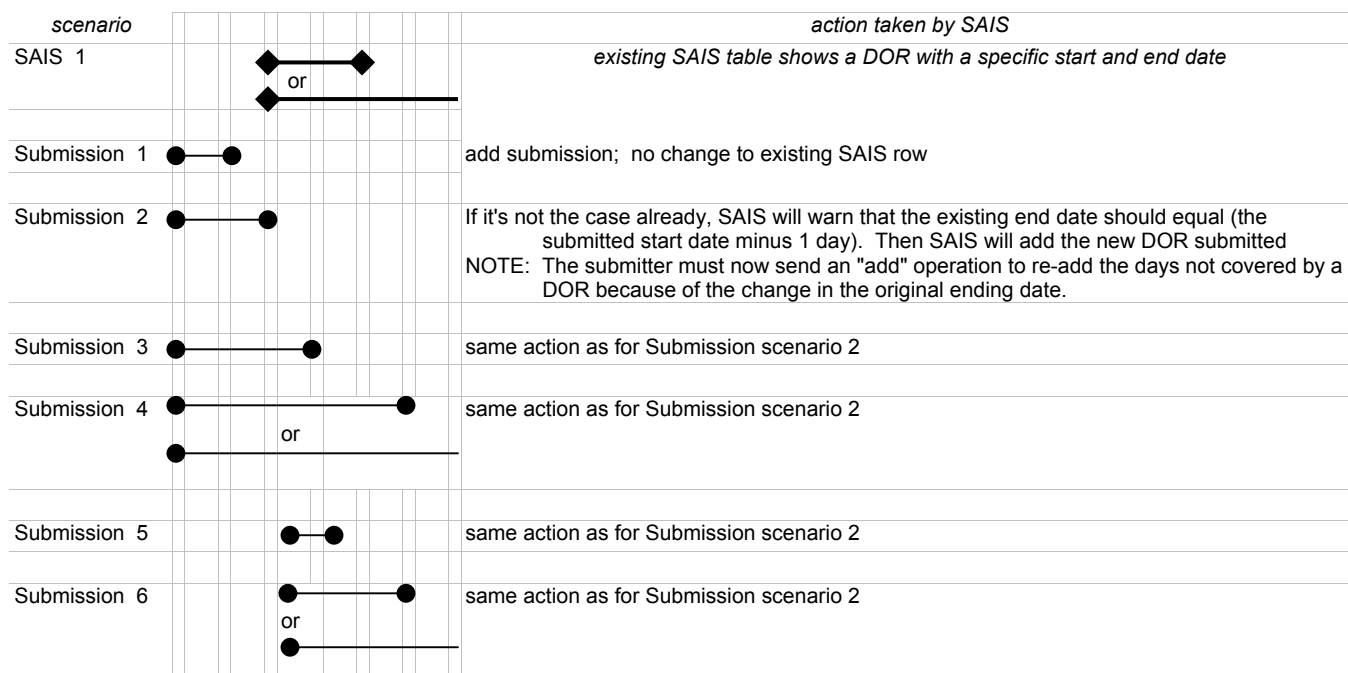
Report it as: **ERROR:** system-message -33011.

**Solution:** If DOR is wrong, resubmit this transaction with the correct value.

Else, if the submitted DOR is different from the DOR on SAIS:

Use the information below to classify the relevant scenario and determine the course of action. In the following scenarios, **earlier** DORS on SAIS overlap with the newly submitted DOR. Fix the dates on SAIS if appropriate.

The following figure illustrates how various scenarios for "add" operations should be handled.



(MemFig3.gif / image25)

**Figure 1 SPED District of Residence "add" operation scenarios**

Handling the above actions:

If an existing SAIS DOR row is out of sync and should be deleted (has been made redundant by this submitted transaction), then:

Report the action as: **WARNING:** system-message -233002.

**Solution:** None.

If an existing SAIS DOR row is out of sync and should be changed (this submitted transaction has caused a gap or an overlap), then:

Report the action as: **WARNING:** system-message -233003.

**Solution:** None.

If this edit ended successfully (no severity level of ERROR), then:

Set SdStudentSPEDPartProgDOR ID from Old Funded SPED Service DOR.

Set SdStudentSPEDPartProgDOR EndDtm from Old SPED Service DOR End Date.

Set SdStudentSPEDPartProgDOR NeighborhoodSchool from Old SPED Neighborhood School Indicator.

Set a flag for the update process that this existing SdStudentSPEDPartProgDOR must be updated.

### 019.2A.3 ADD NEW DOR

If this edit ended successfully (no severity level of ERROR), then:

Set SdStudentSPEDPartProgDOR ID from New Funded SPED Service DOR.

Set SdStudentSPEDPartProgDOR StartDtm from New SPED Service DOR Start Date.

Set SdStudentSPEDPartProgDOR EndDtm from New SPED Service DOR End Date.

Set SdStudentSPEDPartProgDOR FiscalYear to **Fiscal Year** determined earlier.

Set SdStudentSPEDPartProgDOR NeighborhoodSchool from New SPED Neighborhood School Indicator.

## 019.2C CHANGE OPERATION

### 019.2C.1 FISCAL YEAR

Perform the same validation as in **019.2A.1 Submission dates**.

### 019.2C.2 GET MATCHING DOR

Retrieve the row from the database whose identifiers match those in the submitted transaction.

If (Entity ID + Student ID + Old SPED Service DOR Start Date) **not** found in the SdStudentSPEDPartProgDOR table, then:

*no matching DOR for this student beginning on the specified start date was found on SAIS*

Report the action as: **ERROR:** system-message -33012.

**Solution:** Resubmit this transaction with the correct key information.

Else, if (the above key) **is** found in the SdStudentSPEDPartProgDOR table, then:

If (the above key + Old Funded SPED Service DOR + Old SPED Service DOR End Date + Old SPED Neighborhood School Indicator) is also found on SAIS,  
*this identical information already exists on the SAIS database*

Report the action as: **WARNING:** system-message -33013.

**Solution:** Resubmit this transaction with the correct key information.

If this edit ended successfully (no severity level of ERROR), then:

Set SdStudentSPEDPartProgDOR ID from Old Funded SPED Service DOR.

Set SdStudentSPEDPartProgDOR EndDtm from Old SPED Service DOR End Date.

Set SdStudentSPEDPartProgDOR NeighborhoodSchool from Old SPED Neighborhood School Indicator.

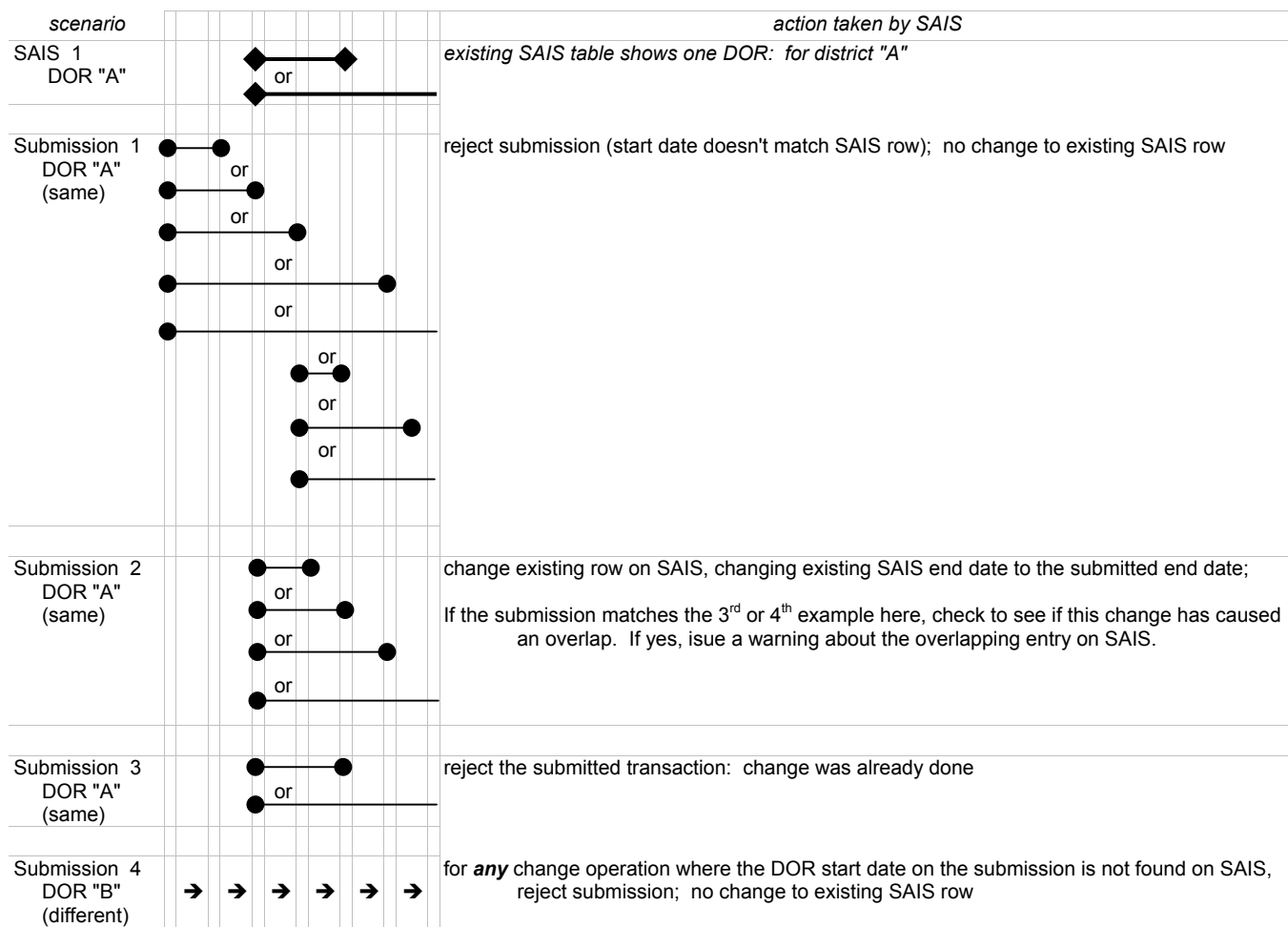
Set a flag for the update process that this existing SdStudentSPEDPartProgDOR must be updated.

### 019.2C.3 VALIDATE EXISTING DORS

Retrieve all rows from the database that overlap with the submitted transaction. Note that there may be more than one existing SAIS row involved with a single submitted transaction (e.g., a submitted start date could overlap with an earlier SAIS row's end date, and its end date could overlap with a subsequent SAIS row's start date). Treat each existing SAIS row individually.

If any rows do overlap the submitted transaction (the start and/or end dates of the submitted DOR extend over those already on SAIS), use the information below to classify the relevant scenario and determine the course of action.

The following figure illustrates how various scenarios for "change" operations should be handled.



(MemFig4.gif / image26)

**Figure 2 SPED District of Residence "change" operation scenarios**

Handling the above actions:

If an existing SAIS DOR row is out of sync and should be deleted (has been made redundant by this submitted transaction), then:

Report the action as: **WARNING:** system-message -233002.

**Solution:** None.

If an existing SAIS DOR row is out of sync and should be changed (this submitted transaction has caused a gap or an overlap), then:

Report the action as: **WARNING:** system-message -233003.

**Solution:** None.

**019.2C.4 VALIDATE OTHER CHARACTERISTICS**

For each changeable element on the submitted transaction,

Compare submitted value to existing SAIS value

If the {submitted element} is different from the {SAIS element}:

Set {the SAIS element} from {the submitted element value}.

Set a flag for the update process that this existing SdStudentSPEDPartProgDOR must be updated.

If no transaction elements were different from SAIS elements,

Report the discrepancy as: **WARNING:** system-message -233004.

**Solution:** None. SAIS will not be updated.

DO NOT UPDATE THE DATABASE.

**019.2D DELETE OPERATION**

Retrieve the row from the database whose identifiers match those in the submitted transaction.

If (Entity ID + Student ID + New Funded SPED Service DOR + New SPED Service DOR Start Date) is **not** found in the SdStudentSPEDPartProgDOR table, then:

*no matching DOR for this student at this time was found on SAIS*

Report the action as: **ERROR:** system-message -33014.

**Solution:** Resubmit this transaction with the correct key information.

DO NOT CONTINUE

Else, if the row **is** found on the SAIS database, then:

Proceed to step **019.3 SAIS Database Update**.

Perform the same validations as in **019.2A.2 Validate existing DORs**

### 019.3 STEP 3: SAIS DATABASE UPDATE

If any verification or validation edit failed with severity level of **ERROR**,  
DO NOT PERFORM THIS STEP.

For each of the following database "write" or "delete" actions:

Set the timestamp, user, and status elements (CreatedUser, CreatedDtm, and Status) appropriately.

If the updated entity (either added, changed, or deleted) is an entity that SAIS may automatically update:

*EXAMPLE: The LEA submits a withdrawal to ADE. When SAIS processes it, the UpdateMethodIndicator is set to "submitted." As a result of this submitted withdrawal, SAIS will automatically withdraw the student from all programs/services in which he is registered with SAIS as receiving services. The UpdateMethodIndicator for each of these program/service withdrawals will be set to "automatic." Thus, if the LEA recognizes that the withdrawal was done in error and submits a withdrawal "delete" operation, SAIS can reverse the automatic program/service withdrawals it created.*

Set the UpdateMethodIndicator:

- to "submitted", if the update was specifically requested by the LEA
- to "automatic" if the update was done automatically by SAIS as a result of actions taken for a submitted transaction.

For each of the following database "write" or "delete" actions that is successful:

Issue an informational message (if positive reporting is being done).

For each of the following database "write" or "delete" actions that is **not** successful:

SAIS will log the status of this transaction's activity on the submission results as system-message 7, "Record failed due to SAIS internal errors, but will be retried."

SAIS will also log the status of this file as system-message 11, "File processed but contains transactions that will be retried."

For Operation Code = add,

Perform **019.3A Add DOR**.

For Operation Code = change,

Perform **019.3C Change DOR**.

For Operation Code = delete,

Perform **019.3D Delete DOR**.

### 019.3A ADD DOR

If the flag is set indicating that the "Old" SdStudentSPEDPartProgDOR must be updated,  
Write the updated SdStudentSPEDPartProgDOR row to the SAIS database.

Set foreign key:

Set SdStudentSPEDPartProgDOR StudentID from SdStudents ID.  
Set SdStudentSPEDPartProgDOR EntityID from SdStudents EntityID.  
Set SdStudentSPEDPartProgDOR PartProgSvcsID from SdPartProgSvcs ID

Write new row to SdStudentSPEDPartProgDOR table in SAIS Student database.

### 019.3C CHANGE DOR

*The row in the SdStudentSPEDPartProgDOR table that matches the key elements in the submitted transaction was retrieved earlier. All submitted elements have already been set in that row.*

If the flag is set indicating that the "Old" SdStudentSPEDPartProgDOR must be updated,  
Write the updated SdStudentSPEDPartProgDOR row to the SAIS database.

Write updated row to the SdStudentSPEDPartProgDOR table.

### 019.3D DELETE DOR

*The row in the SdStudentSPEDPartProgDOR table that matches the key elements in the submitted transaction was retrieved earlier.*

If the flag is set indicating that the "Old" SdStudentSPEDPartProgDOR must be updated,  
Write the updated SdStudentSPEDPartProgDOR row to the SAIS database.

Delete the selected row of SdStudentSPEDPartProgDOR.

## HOW TO CHANGE SPECIFIC SAIS ELEMENTS

"Change" operations – transactions with an Operation Code of "C" –will update data on the SAIS tables. Every element on the transaction must be submitted, but only those elements with values different from those already on SAIS will undergo the edits described in this document. The following general rules apply to "change" operations for all Student Database transactions except where explicitly noted otherwise.

- All elements on the transaction must be submitted, including empty fields for any optional elements that have no values. SAIS will compare the submitted values to those already on SAIS, and then update only those elements that have changed.
- Which elements may be changed depends upon the transaction submitted. They are listed in the section for each transaction titled **Changing Elements**.
- Keys to a database row may not be altered with a "change" operation. The rows containing existing key information must be deleted from the database (by submitting a transaction with a "delete" operation and the old data) and the new key information re-added (by submitting a transaction with an "add" operation and the new data). If SAIS detects that the value for a key field on the "change" operation differs from the value already on SAIS, the transaction will be rejected.
- Start dates, signified by terms such as "start", "begin", "enter", "open", "effective", etc., may not be changed with a "change" operation. Start dates almost always form part of the key to a database row. These can only be changed using the method described above.
- End dates, signified by terms such as "end", "exit", "close", etc.) usually may be changed with a "change" operation. Usually, end dates are **not** part of the key to a database row.

As stated in the first bullet item above, every element on the transaction must be submitted. Elements that allow spaces or nulls (such as the student's middle name) may be "blanked out" on SAIS by submitting an empty field (submitting nothing between the "comma" field delimiters – no element delimiters, no values). An example follows.

These are the first 12 elements at the beginning of the **Student Enrollment** transaction.

<i>element</i>	<i>data type</i>	<i>value</i>
Transaction ID	I	001
Vendor Defined Field	S	anything
Operation Code	S	C
Entity ID	S	010201001
School Student ID	S	99-1-1-73294
Student ID	I	1234567890
First Day of Membership	D	1999/08/23
Track Number	I	1
Membership Type	C	M
First Name on Legal Document	S	Judy
Middle Name on Legal Document	S	
Last Name on Legal Document	S	Jetson
(continued)	...	...

Using the delimiters documented earlier in section **Delimiters & Data Types**, below is how the first 12 elements of this transaction would look.

001,"anything","C","010201001","99-1-1-73294",1234567890,#1999/08/23#,1,{M},"Judy",,"Jetson", ...



The following table lists the transaction(s) used to change each data element for the needs area.

<i>element</i>	<i>transaction to change</i>
Assessment Code	cannot be changed
Assessment Date	Student Assessment "change" operation
Assessment Result Code	Student Assessment "change" operation
Entity ID	see the <b>Transaction Requirements: Membership</b> document
First Name on legal document	see the <b>Transaction Requirements: Membership</b> document
Funded SPED Service DOR	Student Funded SPED Service DOR Transfer "change" operation. (This field is not to be confused with the District of Residence associated with a student membership.)
Language Participation Status	Language Program Participation "change" operation
Last Name on legal document	see the <b>Transaction Requirements: Membership</b> document
Middle Name on legal document	see the <b>Transaction Requirements: Membership</b> document
Need Code	1. Student Need "delete" operation to erase existing data, then "add" operation to add new data 2. SPED Service Participation "delete" operation to erase existing data, then "add" operation to add new data
Need Entry Date	1. Student Need "delete" operation to erase existing data, then "add" operation to add new data 2. SPED Service Participation "delete" operation to erase existing data, then "add" operation to add new data
Need Exit Date	Student Need "change" operation <i>This is valid for homebound needs only.</i>
Operation Code	cannot be changed
Program Code	Language Program Participation "delete" operation to erase existing data, then "add" operation to add new data
Program Entry Date	Language Program Participation "delete" operation to erase existing data, then "add" operation to add new data
Program Exit Date	Language Program Participation "change" operation
Program Exit Reason Code	Language Program Participation "change" operation
School Student ID	see the <b>Transaction Requirements: Membership</b> document
SPED Exit Reason Code	SPED Service Participation "change" operation
SPED Grade	SPED Service Participation "change" operation
SPED Service Code	SPED Service Participation "delete" operation to erase existing data, then "add" operation to add new data
SPED Neighborhood School Indicator	For a correction: 1. SPED Service Participation "change" operation 2. SPED Service DOR Transfer "change" operation For a mid-service DOR change SPED Service DOR Transfer "add" operation
SPED Service DOR	<i>the correct name of this element is "Funded SPED Service DOR"</i>
SPED Service DOR Entry Date	SPED Service DOR Transfer "change" operation
SPED Service DOR Exit Date	SPED Service DOR Transfer "change" operation
SPED Service Entry Date	SPED Service Participation "delete" operation to erase existing data, then "add" operation to add new data
SPED Service Exit Date	SPED Service Participation "change" operation
Student ID	see the <b>Transaction Requirements: Membership</b> document
Student Language Status Code	Language Program Participation "change" operation
Track Number	If it's for a Special Education service, SPED Service Participation "delete" operation to erase existing data, then "add" operation to add new data. If it's for a language program, Language Program Participation "delete" operation to erase existing data, then "add" operation to add new data.

<b><i>element</i></b>	<b><i>transaction to change</i></b>
Vendor Defined Field	not applicable: not stored in SAIS, so cannot be changed